

Position Description

Position: Assistant Superintendent, School Leadership	Salary Grade: 259
Board Approved:	FLSA: Exempt

Summary

Plan, organize, monitor, coordinate, and supervise a complex system of teaching and learning and all school operations, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, principal performance, school climate, data analysis and impact on instruction, organizational alignment of curriculum, budget development, professional development, leadership training, and community partnerships. Provides leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instructional practices and support programs and services.

Distinguishing Career Features

The Assistant Superintendent is a cabinet-level position and participates on behalf of the Superintendent, in the overall strategic leadership of the District. The Assistant Superintendent directs and facilitates a complex process of planning, designing, and implementing education services and support, including curriculum, to a diverse student population.

Essential Duties and Responsibilities

- Provides leadership that develops and supports high performing school leadership and teaching teams. Directs and participates in planning, design, administration and improvement of district-level programs that optimize student academic achievement.
- Supervise site principals relative to the duties and responsibilities outlined in the respective job description, including but not limited to: budget development and management; facility appearance, maintenance, and utilization; program implementation and effectiveness; community and parent involvement; labor relations; and staff and student performance.
- Directs and integrates services such as curriculum and instruction, categorical programs, special education, and student services in order to provide efficient delivery of education.
- Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability.
- Researches and develops proactive, cost-effective budgets for schools and services, providing assurance they are sufficient to support growth and efficiency. Provides oversight to categorical and grant-funded budgets to assure cost recovery and outcomes.
- Provides primary strategic leadership for planning, implementing, evaluating and coordinating the educational programs offered by the District.
- Develops and implements clear, collaborative, and inclusive decision-making processes that ensure integration of services and support functions. Establishes standards and provides leadership and performance management of site and district administrators.

- Directs and provides internal and external advocacy in service levels for special education. Consults with special education leadership on developing, implementing, and auditing services.
- Establishes a format for directors to collaborate on the design of research-based instructional intervention plans. Consults with directors on data-driven implement methods for enhancing student achievement.
- Directs, through a team of administrative staff and teachers in evaluation of programs, development of curriculum, and selection of materials and strategies. Directs and participates in the development and articulation of programs for all grade levels.
- Coordinate the dissemination of information, policies, regulations, procedures and reports to school administrators.
- Conduct site inspections and classroom visitations to assess educational and operational effectiveness and assist school administrators to establish and maintain a positive learning environment.
- Provide guidance and available resources to school administrators which will assist and maintain an effective educational environment.
- Works with peers to assure that staff development and related training programs are designed to enhance the skills of highly qualified teachers that can meet district academic goals and curriculum program requirements.
- Analyzes research, evaluation, and assessment to develop state-of-the-art and best practices for delivering instruction and engaging students. Provides oversight in monitoring and reviewing test data and follow through with educational interventions.
- Directs and participates in developing partnerships with educational and community organizations to support, compliment, and expand district programs. Sets up networks to exchange information, solve challenges, and coordinate programs.
- Coordinates, directs, and supports the development, implementation and analysis of District Initiatives.
- Supervises and holds accountable the performance outcomes and professionalism of administrative staff and their respective teams.
- Works cooperatively with other departments and Team Leaders.
- Maintains up-to-date knowledge of significant trends in education, legislation, and regulations impacting the district including and not limited to best practices, educational technology, learning theories, blended instruction delivery, mandates, and legal updates.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires advanced professional knowledge of theories, concepts, principles, and practices in instruction, curriculum, learning, and education administration. Requires mastery of the theories, procedures, methods, and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals in a K-12 environment. Requires in-depth knowledge of national, state, and district educational goals and standards. Administration of district policies, local, state and federal laws pertinent to schools. Requires in-depth knowledge of the most recent research and proven best practices in closing achievement gaps and meeting the diverse needs and styles of students. Requires well-developed skills to use a computer, common office productivity applications and specialized software used in education and research environments. Requires knowledge of budget and financial controls and well-developed skills to understand financial statements, statistics, and non-parametric data relationships. Requires advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal, and facilitate in-service education. Requires advanced language and writing skills to develop complex business plans, goals and objectives, and make formal presentations. Requires the ability to work with other departments and Team Leaders.

▪ **Abilities**

Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to learn and apply pertinent legislation, regulations, and district requirements for performance. Requires the ability to lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement. Requires the ability to write complex reports and program materials. Requires the ability to solve complex problems where trade-offs and risks are involved, confrontations exist, and status of staff and students can be impacted. Requires the ability to manage staff toward measureable performance outcomes. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. May require the ability to communicate in a second language.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to walk about school campus environments on a continuous basis. Requires sufficient visual acuity to recognize words and numbers. Requires hand-eye coordination to use a computer keyboard and retrieve files from standing forward flexing and seated positions. Requires auditory capacity to speak and hear in public settings.

▪ **Education and Experience**

The position requires a Master's degree from an accredited university with major coursework in education, along with a valid California Administrative Credential, and 8 years of progressive experience, five of which will be in site-based and district leadership capacities. A Doctorate in Education is preferred and may substitute for some experience.

▪ **Licenses and Certificates**

Requires a valid driver's license. California Administrative Credential

Work Environment

Work is performed in indoor and outdoor environment where there is some exposure to safety considerations.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.