

SYLVAN UNION SCHOOL DISTRICT

JOB DESCRIPTION

JOB CLASSIFICATION TITLE:

ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

DESCRIPTION OF POSITION

To provide leadership and coordinate the improvement, development, and evaluation of the district's curriculum, instructional, and staff development; to support district administrators and educators in program and staff development; direct and coordinate teacher induction and support programs.

DIRECTLY RESPONSIBLE TO

Superintendent

REPRESENTATIVE DUTIES:

- Initiates, directs, reviews, and evaluates curriculum planning throughout the district.
- Guides committees in the selection and preparation of curriculum materials.
- Directs and coordinates the selection, adoption ordering, and implementation of instructional materials.
- Initiates, produces, and edits district curriculum materials.
- Supervises the effective use of curriculum materials, including assessment results and reports.
- Evaluates district curriculum through classroom visitations and district surveys.
- Disseminates current information on curriculum activities to staff and community.
- Collects and evaluates professional library, curriculum, and research materials.
- Serves as a consultant to staff and administrators, including state and federal statutes concerning students, curriculum, and instruction.
- Acts as liaison with Stanislaus County Office of Education and California Department of Education in curriculum and instruction.
- Consults with school administrators and makes appropriate recommendations to the Superintendent concerning instructional and curricular needs.
- Initiates and represents curriculum proposals and reports to the Superintendent and Board of Trustees.
- Serves as consultant to or serves as chairperson for various curriculum and district committees.
- Coordinates music, art, library programs, and new teacher induction program to foster staff growth and ensure program compliance.

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- Initiates, directs, and monitors professional learning needs across the District.
- Coordinates the in-service training of administrators.
- Initiates, coordinates, and evaluates district staff development activities.
- Plans and maintains all district curriculum-related budgets.
- Advises and consults with the Education Services program and staff on all categorical and special funding programs.
- Serves as a member of the Executive Cabinet and other committees as appointed by the Superintendent.
- Regularly reports to Board of Trustees regarding curriculum, instruction, and staff development programs.
- Attends Board of Trustees meetings and provides information and advice as may be requested by the Superintendent.
- Supervises and evaluates assigned personnel, including staff members, and administrators, as required.
- Other related responsibilities as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

The following are required:

- Minimum of five years successful teaching experience; TK-8th grade experience preferred.
- Experience as a Site Administrator.
- Master's Degree.
- Administrative Services Credential.

PHYSICAL REQUIREMENTS:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.

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5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally and vertically with arms.

PERSONAL QUALITIES:

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents and staff in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively, collaboratively, and professionally with all stakeholders.

WORK YEAR:

222 Days

SALARY RANGE:

Certificated Management Salary Schedule \$128,081 – \$148,476 (Master and Doctorate Stipends available)

Board Approved: Pending
