

Antelope Valley Union High School District
44811 N. Sierra Hwy
Lancaster, California 93534

ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES

Under the direct supervision of the Superintendent, the Assistant Superintendent of Educational Services is responsible for the organization, coordination, and administration of the instructional program for the school district. The Assistant Superintendent is responsible for curriculum development, implementation and articulation of state and district frameworks, and staff development for all schools of the District. The Assistant Superintendent is responsible for the adoption of instructional materials, college and career preparation, Career Technical Education, Adult Education, and Alternative Education Programs.

General Duties and Responsibilities

- Aids the Superintendent in preparing Board Policies and Administrative Regulations for the attainment of District goals.
- Recommends policies and procedures in areas of responsibility deemed important to the attainment of District goals.
- Administers District policies as well as local, state and federal regulations as they apply to the instructional program.
- Assists the Superintendent in general organization and administration of the schools in the District.
- Represents the Superintendent in curriculum in matters related to the District's overall instructional program.
- Conducts regular meetings with administrators and District staff designed to enhance educational effectiveness of the District's instructional program.

Duties and Responsibilities Related to the District's Instructional Programs

- Assures consistency of the District's program offerings with the State's model curriculum and frameworks
- Coordinates all aspects of the District's instructional program including developing, implementing, evaluating and revising the Districts' instructional programs.
- Provides for an ongoing process of assessing student needs.
- Develops and monitors District's program evaluation.
- Coordinates plans and directs in-service and professional development programs for certificated personnel.
- Plans and supervises programs for grade level and subject matter articulation and curriculum coordination
- Arranges formal and informal presentations, which will inform the Board of Trustees regarding the District's instructional programs
- Oversee the implementation of the District's technology plan

Duties and Responsibilities Related to Leadership

- Directs and coordinates the District's programs of staff development for certificated employees
- Serves as an advisor and consultant to principals and their staffs
- Assumes responsibility for keeping staff abreast of primary educational practices and communicating that information to staff
- Provides leadership to District curriculum and instruction committees

Other Duties and Responsibilities

- Assists the Superintendent in the development of educational policies and programs for the entire school system
- Assists the Superintendent in the prepare of reports showing the status of educational accomplishments and other aspects of the instructional program
- Coordinates the articulation of the educational program of the District with those of the elementary school districts and Antelope Valley College
- Advises the Superintendent and Board of Trustees on pending State and Federal legislation
- Facilitates an understanding of all categorical budgets with staff and community and involves staff in the budgetary process.
- Assists in preparing the annual District budget as it relates to the instructional program.
- Supervises the recruitment and selection of personnel in programs assigned to Educational Services
- Other duties and responsibilities as may be assigned by the Superintendent

Supervision Exercised or Received

The Assistant Superintendent of Educational Services is responsible for the oversight of the supervision and evaluation of the services provided by Educational Services, Career Technical Education, Adult Education, and Alternative Education programs. In addition, the Assistant Superintendent of Educational Services assists the Superintendent in supervision and evaluation of principals, particularly in the areas of leadership and implementation of instructional programs. The Assistant Superintendent of Educational Services shall also oversee the development and operation of the District's Dependent Charter School, including curriculum development and technology integration.

Minimum Qualifications

- **Credential:** Administrative credential issued by the California Commission on Teacher Credentialing authorizing administrative services at the secondary level
- **Education:** Master's degree from an accredited college or university with major course work directly related Educational Administration
- **Experience:** Three years successful teaching experience and five years of satisfactory administrative experience at the site level and/or district administrative assignments

The Assistant Superintendent, Educational Services will meet State and District standards of physical and mental health, plus the following qualifications, which are preferred:

- Appearance and personality, which establish a desirable example for pupils and employees.
- A genuine liking of people and the ability to deal with personnel problems without becoming personally or emotionally involved.
- Physical stamina and skill in the area of human interpersonal relationships.