



Job Description:
Assistant Superintendent of Instruction, Assessment, and Technology

DIRECTLY RESPONSIBLE TO: Superintendent

SUMMARY OF POSITION:

Under the direction of the Superintendent, plan, organize, coordinate and direct the operations, activities and services of instruction, assessment, professional development, technology, and other educational programs offered by the District. Oversee and direct personnel, resources, communications, and information to meet District needs and enhance student learning, achievement, and educational effectiveness. Provide leadership and direction in the on-going development of the District instructional program, professional development, curriculum and material use, district/school/classroom technology, and administrative technology applications. Supervise and provide clear work direction and evaluate the performance of assigned staff.

DUTIES:

- Administer and monitor instructional programs and activities to assure compliance with established Content Standards and requirements; lead, implement, and monitor the Content Standards to meet student needs including courses of study, Board adoptions, textbooks, technology, and use of other instructional materials; coordinate activities to enhance district faculty and administrative understanding of educational practices, Content Standards and instructional strategies related to Educational Services
- Provide professional development opportunities and leadership support to administrators and teachers; administer new teacher induction programs.
- Facilitate and coordinate instructional activities, resources, communication and information between District administrators, personnel, school districts, outside organizations, Board members, consultants and various local, State and federal agencies; monitor, identify and develop services and programs to meet the educational needs of the District.
- Monitor and analyze operations and services for educational and financial effectiveness and operational efficiency; respond to administrative, staff, and public input concerning educational needs and programs; oversee the research, development, and implementation of programs, policies, and procedures to enhance the educational and financial effectiveness and operational efficiency.
- Provide consultation and technical expertise to all stakeholders concerning instructional services, operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed information concerning various aspects of Educational Services; establish and maintain partnerships with outside agencies to enhance support for programs and services; serve as a liaison between the department, school sites, higher education, and other educational organizations.
- Develop and prepare the annual preliminary budget for instructional and categorical programs; compile, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, analyze and approve purchase requisitions, claims, budget requests and contracts as appropriate; research and obtain grants and other outside funding.
- Monitors implementation of District and state-mandated testing and assessments to measure student performance. Analyzes data on student testing and assessment. Review, modify, and initiate District strategic educational initiatives, curriculum, and instruction for continuous improvement of student achievement and growth. Prepare a variety of narrative and statistical reports regarding the programs and standardized test scores.
- Direct the design, maintenance and installation of the school site and District information systems networks, associated technologies, VoIP, and client-based applications.
- Participate in the application process and understand government grants and the appropriate corresponding regulations and guidelines, including E-Rate applications and claims.
- Coordinate, maintain, and train end users on the following programs: Student database for longevity data for State reporting and local assessments, Student Identifier Database, and any other State required reporting.
- Develop and administer policy guidelines, system standards and operating procedures, and interpret policy.
- Assist the Superintendent in establishing goals for the School District that will foster instructional excellence and will be in compliance with the requirements of the California Department of Education, state and federal regulations.
- Assist in the development, implementation, modification and evaluation of district/school site technology plans.

- Supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and review staff and consultant work assignments to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
- Visits school sites and classrooms to provide instructional support to teachers using best-practice and research-based instructional methods and assist principals and teachers in data-driven decision making to improve student achievement.
- Participate in the development of long and short-range plans for the configuration and usage of the server computer system, Local Area Networks (LAN) and wide Area Networks (WAN). Forecast needs and requirements provide recommendations, direct the design and implementation of systems and procedures for improving efficiency of operations.
- Maintain data regarding grading, retention, promotions, and the initiation or closure of an education program.
- Manage parent and/or guardian concerns regarding educational testing, assessments, and other issues.
- Assist in publication of student, parent, and community informational materials.
- Participate in District and/or building-level administrative meetings to ensure more effective and efficient implementation of delegated duties and responsibilities.
- Oversee resources, curriculum, instructional materials, communications, and information to meet District needs and enhance student learning and achievement.
- Support the development and implementation of the TK-12 Education Services programs, plans, projects, standards, services, strategies, goals and objectives.
- Assure proper and timely resolution of related issues and conflicts.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files related to assigned programs; assure State-mandated reports are completed and submitted to appropriate governmental agencies and appropriate staff members according to established timelines.
- Prepare Board Memorandums and drafts of Board Policies/Administrative Regulations for review by the Superintendent.
- Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws codes, regulations, and pending legislature related to Educational Services in a timely manner.
- Direct the modification of programs functions, policies and procedures to meet local, State and federal requirements as appropriate; review, evaluate and implement new programs and educational practices as appropriate.
- Coordinate, attend, and/or conduct a variety of meetings and committees; prepare and deliver oral presentations concerning assigned programs, services, operations and activities; represent the District at local, regional and State meetings, events, Board of Education, commissions, councils, and conferences.
- Meet with and maintain quality relationships and contracts with the county office and vendors for the mutual benefit of both parties.
- Assist and support with the integration of technology into the curriculum and with the teachers using technology in the classroom.
-
- Assume and perform related responsibilities and duties as required.

KNOWLEDGE and ABILITIES:

- Direct the development and implementation of programs, plans, projects, standards, services, strategies, goals, and objectives.
- Provide guidance and leadership in the District's Staff Development Component for Technology.
- Evaluate technology innovations and monitor technology standards to make recommendations regarding the most cost-effective district use of technology.
- Integrate cutting edge technology into daily instruction to prepare students with 21st century skills.
- Execute principles of systems analysis.
- Lead management of information systems.
- Assist with selection, integration, and implementation of software and applications into the instructional program.
- Assess own strengths and weaknesses; seek feedback to improve knowledge and skills; shares expertise with others.
- Generate creative solutions; translate concepts and information into effective communication; use feedback to modify designs; apply design principles; demonstrate attention to detail.
- Act as a coach who defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.
- Develop workable implementation plans; communicate changes effectively; build commitment and overcomes resistance; prepare and support those affected by change; monitors transition and evaluates team.

- Fosters team cooperation; define team roles and responsibilities; support group problem solving; ensure progress toward goals; acknowledge team accomplishments.
- Displays original thinking and creativity; meet challenges with resourcefulness; generate suggestions for improving work; develop innovative approaches and ideas; present ideas and information in a manner that gets others' attention.
- Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; make timely decisions. Provide consultation and technical expertise concerning services, operations, and activities.
- Assure use of adequate resources and personnel to meet organizational needs.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Meet schedules and timelines.
- Learn new skills as needed.

MINIMUM QUALIFICATIONS – EDUCATION/EXERIENCE:

- ✓ Any combination equivalent to: Master's Degree in Education or related field and three years' experience working with educational programs and services including three years in an administrative capacity. Must have extensive experience in Information and/or Classroom Technology.
- ✓ Experience with Professional Development in an education related field and/or site related leadership.
- ✓ Valid Teaching and Administrative Services Credential
- ✓ Valid California driver's license and evidence of insurability at the standard rate is required and must be maintained.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

With or without the use of aids:

- ✓ Ability to lift, carry, push, or pull moderately heavy objects which may frequently exceed 25 pounds.
- ✓ Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, balance without restriction for extended periods of time.
- ✓ Visual acuity sufficient to read, write and work with printed information as well as information on a computer terminal.
- ✓ Sufficient dexterity to manipulate small objects and print and write legibly.
- ✓ Sufficient physical ability to reach horizontally with arms and depth perception to file and retrieve documents.
- ✓ Indoor working environment.
- ✓ Driving a vehicle to conduct work.
- ✓ Fast paced work with constant interruptions.
- ✓ Auditory acuity sufficient to effectively understand information from others in person and over the telephone.
- ✓ Ability to speak clearly with the ability to be heard and understood on the telephone, work site conversations, and for presentations.
- ✓ Dexterity to operate a computer and other office equipment