



Position Title	Assistant Superintendent, Educational Services	Department	Educational Services
Direct Report	Superintendent	Approval/Revision Date	
Classification	N/A	Pay Type	Salary (contract)

Job Summary/Definition
Under the direction and supervision of the Superintendent, the Assistant Superintendent, Educational Services shall be responsible for directing, supervising, coordinating, and evaluating district level programs and personnel involved in curriculum development, instructional process and procedures, specially funded programs, government projects, instructional technology, student assessment, special education, school-community services to youth and research. The Assistant Superintendent shall also be responsible for the assurance of legal compliance in all aspects of the district's educational services.

Examples of Duties/Responsibilities
<ol style="list-style-type: none"> 1. Serve as a member of the Superintendent's Cabinet; interacts regularly with the Board of Education; review Board agenda items; prepare and review materials and reports for the Board. 2. Provides vision and direction of Educational Services for the district – Pre-K through 8. 3. Plan, organize, and direct the overall activities and operations of the Educational Services department. 4. Determines and communicates to the Superintendent the curriculum and instructional requirements and needs of the district. 5. Develops and ensures implementing of Board policies and administrative procedures. 6. Supervise state and federal programs including Title I/II and Title III Limited English Proficient and Local Control funding formulas and supplemental/concentration grant funds; assure compliance with and serve as a district liaison to, federal and state funded programs. 7. Conducts site and classroom visitations routinely analyze and seek continuous improvement of professional learning practices and their impact on student learning and teaching effectiveness. 8. Maintains updated knowledge of significant trends in education, legislation and regulations impacting the District including and not limited to best practices, educational technology, learning theories, mandates and legal updates. 9. Works with District administrators to appropriately lead District staff, assigning functions, delegating effectively, and determining accountability structures in support of student academic achievement and growth. 10. Works with the Director of Technology and Director of Instructional Technology to routinely analyze and seek improvement in instructional technology as a catalyst for improving learning. 11. Develops and implements professional learning related to curriculum and instructional standards and practices. 12. Develops, implements, maintains, and evaluates the quality of curriculum and instructional services, categorical programs, special education, and staff development. 13. Responsible for articulation with high school (9-12) educational services and instructional content. 14. Coordinates district pupil resources with both governmental and non-governmental community resources. 15. Interprets and articulates the programs, philosophy, and policies of the district to staff, students, and the community. 16. Works collaboratively with the Assistant Superintendent, Business Services to develop and monitor the District's Local Control Accountability Plan (LCAP) and restricted program expenditure plans. 17. Develops assessment, achievement and program evaluation reports for the Superintendent and the Board of Education. 18. Engage staff members in transparent and open dialogue about district matters and to build leadership capacity throughout the organization. 19. Develops and implements organizational plans and processes to accomplish strategic goals. 20. Maintains a regular presence in district schools and activities, seeking to engage staff members regarding the culture and climate of the schools. 21. Develop and sustain positive, productive relationships with our respective labor groups. 22. Participates in negotiations with employee organizations, as appropriate. 23. Performs other related duties as assigned.



Qualifications Guide

Knowledge of:

- Curriculum and current instructional practices.
- Sound approaches to problem solving.
- Current research and theory in specific field.
- Planning, organization and direction of the overall activities and operations of the Educational Services department.
- Applicable sections of the State Education Code, Federal Program Monitoring, and other applicable laws.
- Educational technology, student information services, data and assessment programs.
- Principles, practices, methods, and terminology used in the Districts Educational Services program administration

Ability to:

- Establish and maintain effective working relationships with staff and the school community.
- Speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Effectively prepare written and oral reports.
- Formulate and develop educational systems, policies, standards, and procedures in compliance with a federal, State, and local laws, rules, and regulations.
- Design and implement professional development and trainings programs.
- Interpret and administer statutes, regulations, and policies.
- Perform duties in full compliance with all Board and Superintendent expectations, district requirements and Board policies.
- Demonstrate an ability to work well with and maintain the respect and trust of individuals and groups and demonstrates a sense of fairness and good judgment in decision making.

Training/Education and Experience

- Master’s Degree in Educational Administration, or another related field.
- Minimum of four years successful experience as a classroom teacher at the K-8 level.
- Successful experience as an elementary and/or secondary principal, or experience in principal supervision.
- *Highly Desirable:* Doctorate with strong emphasis in curriculum and instruction, program development and evaluation.

Licenses:

Appropriate California teaching credential authorizing service in grades K-8; Appropriate California Administrative Services Credential
 Possession of a valid and appropriate California Driver’s License

Working Conditions/Physical Requirements:

WORKING CONDITIONS: The employee typically works in an office setting, occasionally may be required to visit school sites performing both indoor and outdoor related work. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

Board Adopted:	October 6, 1987
Revised:	July 18, 2000; April 19, 2022