

**SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**ASSISTANT SUPERINTENDENT**

Description of Position:

The Assistant Superintendent shall assume administrative responsibilities in any and all areas of District operation as assigned by the Superintendent.

Duties and Responsibilities:

1. Directs assigned staff members and confers with principals and all other staff members concerning the work of their schools and departments as related to areas assigned to the Assistant Superintendent.
2. Works in the supervision and administration of all levels and all activities of the District.
3. Represents the District on committees as requested by the Superintendent.
4. Interprets the District to the community through membership in community service organizations.
5. Assists in routine operations of the administrative office, such as interviewing parents, students, teachers, receiving telephone inquiries, and complaints.
6. Gives leadership in the development of curricular programs and instructional procedures throughout the District and coordinates the work of the principals and the local school committees.
7. Provides leadership in the development of educational policies and programs for the entire school system.
8. Conducts research connected with the instructional program and other District functions.
9. Coordinates the school building program, including the development of plans.
10. Prepares reports related to the instructional program and other programs of the District.
11. Administers the District's program of curriculum development, textbook adoptions, use of instructional supplies and equipment, and good instructional methods and procedures.
12. Administers the special education programs and services of the District including the education of the home-bound, physically handicapped, mentally retarded, the more capable learner, and the educationally handicapped.
13. Administers the District's program of counseling and guidance and psychological services.
14. Administers the program of health education and health services.
15. Administers the child welfare and attendance program.
16. Administers the District's program of in-service training of the certificated staff, including staff meetings with principals.
17. Administers the District's testing and evaluation program.
18. Administers the District's vocational education and work experience program.
19. Coordinates the work of all personnel concerned with educational processes.
20. Serves as assigned on the Board's negotiating team.
21. Serves as Acting Superintendent of Schools in the absence of the Superintendent.

Supervision:

Under the immediate direction of the Superintendent.

Adopted: February 1, 1966  
Revised: November 20, 1973  
July 10, 1979  
July 1, 1980  
September 6, 1983