

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Associate Superintendent, Teaching and Learning
CATEGORY:	Management
REPORTS TO (BY TITLE):	Superintendent
SALARY RANGE:	Contract
WORK YEAR:	12 Months

POSITION DESCRIPTION:

The Associate Superintendent under the supervision of the Superintendent, plan, organize, control, and administer all functions of teaching and learning including curriculum development, selection and adoption of textbooks, and other instructional materials to assure a comprehensive, articulated curriculum and instruction program; assist with the integration of professional learning, instructional technology, and curriculum implementation.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

- Plans, directs, and coordinates the District's teaching and learning program and acts as an advisor to the Superintendent and the Board of Trustees on such matters.
- Serves as a member of the Superintendent's Cabinet; attends Board of Education meetings as a resource to the Board.
- Provide leadership in the planning, organization, and coordination of curriculum and related instruction to provide articulation of curriculum among elementary, middle, and high school, early childhood, adult education and alternative education programs; ensure the understanding of and the promotion of the educational objectives of the district.
- Create successful approaches to curriculum, instruction, integration of technology, and classroom management; focus the alignment of professional development activities with district priorities to close the achievement gap, provide cultural relevancy, and engage divergent learners.
- Work with staff in organizing appropriate grade-level and department meetings, as well as special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Provide leadership in the implementation of Common Core State Standards (CCSS) in all curriculum areas; provide and direct a system for implementation of

state adoptions in the various subject areas and assist curriculum committees in formulating recommendations for district policies and procedures related to textbook adoptions.

- Provide constructive leadership in curriculum and instruction through visitation, observations, and meetings for the purpose of coordinating resources and involving staff in the planning and development of program changes.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all the diverse communities.
- Provide advice, consultation, and assistance for development and implementation of new district programs and changes in existing programs as they relate to curriculum and instruction.
- Demonstrate leadership in assessing needs, planning, administering, and evaluating a multifaceted in-service education program for both the administrative and instructional staff in the district; facilitate implementation of curriculum and instructional strategies; oversee the adoption and monitoring of new courses to be taught in the district.
- Ensure instruction is aligned to curriculum by using diagnostic formative assessments of the learning objectives and using a mastery learning approach.
- Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.
- Assure compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance.
- Work with the Assessment & Accountability Division to analyze student achievement, program design, and implementation and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.
- Communicate and collaborate with other administrators, district personnel, outside organizations, and state and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer.
- Direct the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.
- Represents the district as appropriate when working with outside agencies.

- Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Master's degree from an accredited College or University
- Administrative Services Credential
- A minimum of five years of successful administrative experience.
- Must have experience with diverse student and community populations.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Legal mandates, applicable sections of the Education Code, District policies and regulations and statistical record-keeping techniques.
- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- State-of-the-art and innovative theories, techniques, and methodologies of instruction and district operations
- Intervention and enrichment strategies for students
- District curriculum, assessment, and instructional specifications
- State content frameworks
- Current literature, trends, and development in the field of curriculum, assessment, instruction, and professional development
- International Baccalaureate (IB) and Career Technical Education (CTE) curriculum
- Collaborative and team building strategies
- Effective "jump start" strategies for working with students who have low academic achievement
- Budget preparation and control
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, and objectives
- Principles and practices of management, supervision, and training
- Evaluation approaches, strategies, and techniques
- Operation of a computer and related software

- Expert knowledge of Common Core Standards and technology, current instructional programs, Educator Growth and Development Cycle, A-G graduation strategies, urban school innovations, and student needs in the area of instruction
- Knowledge of and ability to support the instructional needs of English learners, Standard English learners, socioeconomically disadvantaged students, students with disabilities, students identified as gifted, adult learners, and other students of various languages and cultures

Ability to:

- Provide leadership and direction to assigned program.
- Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives, and using a mastery learning approach.
- Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.
- Deliver a service support mentality, and work collaboratively with other administrative leaders in carrying out the work of the district.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Be strategic and tactical in thinking, problem solving, and use of data to make informed decisions.
- Cope with crisis situations and to make immediate decisions.
- Implement a system of managing data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Work successfully in a culturally and linguistically diverse environment.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor environment.
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, perform assigned duties; demonstrate sufficient physical mobility to move and engage in physical work; dexterity of hands and fingers to operate various equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store items; ability to lift up to 25 pounds.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis Clearance

Bd App: 9/7/22