



**Santa Maria-Bonita School District  
Position Description (DRAFT)**

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**Title:** Assistant Superintendent for Educational Services      **Reports to:** Superintendent

**Department:** Educational Services      **Classification:** Certificated Management

**Work Year:** 223      **Salary Range:** Management Salary Schedule

**Board Approved:** 06/26/2019

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FUNCTION:

Under the direction of the Superintendent, directs, oversees, administers and is accountable for the service and support needed to effectively design and deliver academic programs and instructional strategies to increase student achievement district-wide; provides leadership, direction, support, and supervision to assigned staff. Assists the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and aligning superior educational programs and District services.

MAJOR DUTIES AND RESPONSIBILITIES:

- Design, oversee, administer and be accountable for the delivery of learning and teaching programs and strategies to increase student achievement district-wide.
- Provide leadership, direction, support and supervision to administrators and assigned staff.
- Design, develop and implement the District's learning and teaching plan for student academic achievement.
- Maintains knowledge of current laws, research and procedures in areas related to the Education Services Department, and provides the Governing Board, administrative staff, employees and other interested parties with related information.
- Maintain communication with the Superintendent concerning learning and teaching within the District, District programs and specially funded program requirements.
- Coordinate and support collaboration between and among Educational Services leadership team to ensure coherent and seamless alignment among and between departments.
- Using in-depth knowledge of multiple academic disciplines, identify and evaluate high impact issues, and provide support and leadership strategy and direction for the District's learning and teaching programs; develop short and long-term objectives for student success.
- Analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.
- Supervises the adoption and ordering of new district textbooks including the organizing of instructional materials committees in accordance with district policy.
- Provide oversight of the design of teacher professional development and ensure that staff development is evaluated for effectiveness and resources are utilized appropriately.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files.

- Provide direction for program and fiscal planning, curriculum development, professional development, special programs, budgeting, staffing, implementation, monitoring, and evaluation of assigned programs.
- Develop, allocate, and monitor budgets for assigned programs, facilities, equipment, and inventories to ensure fiscal responsibility.
- Establish, direct, and participate on committees for program planning, implementation, and monitoring.
- Plan and recommend programs, objectives, and procedures for the department.
- Present and explain curriculum changes to the Board of Education, administration, staff, and the general public.
- Serve as a member of the Superintendent's Cabinet, facilitating and participating on committees as assigned.
- Assist the Superintendent in planning, recommending, formulating and implementing policies, procedures and accountability goals for the administration of the District's learning and teaching programs.
- Act in a liaison capacity between the Superintendent, department and site administration, other school districts, public agencies, parents and community, as directed.
- Assist the Superintendent with special studies, projects, investigations, and correspondence.
- Direct and/or provide the preparation and maintenance of a variety of records and reports.
- Assist the Superintendent in developing background and information materials for meetings of the Board of Education.
- Receive and resolve concerns and answers questions from staff members, students, parents and the public.
- Supervise and evaluate the performance of assigned staff.
- Assumes additional responsibilities, tasks and duties as may be determined by the Superintendent or his/her designee.

#### REQUIREMENTS:

Knowledge of:

- Organizational development principles and practices.
- Techniques and strategies for managing a large, diverse organization.
- Research-based curriculum and instructional programs including the integration of educational technology.
- Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.
- Programs and issues that affect district schools.
- Public education systems and county and community resources and agencies.
- State content frameworks and content standards.
- Current research and trends in curriculum.
- Instructional methodologies and strategies and assessment instruments.
- English language learner curriculum and instruction.
- Special programs including special education.
- Effective staff development programs.
- Principles and practices of administration, supervision, and training.

- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Principles and techniques of budget preparation and control.
- Principles, methods, techniques, and strategies of professional development and staff training processes;
- Oral and written communication skills;

Ability to:

- Provide leadership, direction and accountability in the administrative and instructional functions of the district;
- Provide accountability and support to the instructional programs and operations for District schools;
- Develop, implement, and evaluate instructional strategies;
- Effectively serve as a resource to employees pertaining to curriculum and expanded learning issues;
- Plan and implement staff development programs;
- Implement collaborative and team building processes;
- Analyze problems, make decisions, and be responsible for those decisions;
- Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy;
- Operate a computer and assigned software;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Plan and organize work;
- Meet schedules and time lines;
- Effectively and efficiently develop, manage, and control budgets supervised by this position;
- Supervise and evaluate the performance of assigned staff.

Minimum Qualifications:

- Master's Degree
- California Administrative Services Credential.
- A minimum of five years of classroom teaching experience and five years of school and or district/level administrative experience.
- Bilingual/Multicultural preferred.

Classification:

Management

Work Year: 223 days

BOARD APPROVED: 12/10/1991

REVISED: 07/08/2015

REVISED: 06/26/2019

REVISED: