

Assistant Superintendent Position Description

TITLE:	Assistant Superintendent	CLASSIFICATION:	Management
DEPARTMENT:	Administrative Services	FLSA:	Exempt
REPORTS TO:	Superintendent	WORK YEAR:	224 Days
BOARD APPROVAL:		SALARY:	Individual Employment Contract

BOARD REVISION:

BASIC FUNCTION:

Serve as the instructional leader for the charter school; provide leadership and accountability for the school's academic services, as well as academic performance of school's students. Drive the educational performance of the school, provide leadership, vision and strategic direction for curriculum, instruction, assessment and school improvement initiatives. Oversee the professional development for teachers and school principal. Supervise the management of the school. Assure compliance with established goals, objectives and legal requirements concerning charter school educational and instructional services.

Serve as Acting Chief Executive Officer in absence of Chief Executive Officer.

REPRESENTATIVE DUTIES:

Provide educational and administrative leadership that builds and supports a high-performance education team by inspiring, integrating, and aligning the academic work of the charter school; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services.

Develop and oversee a world-class, professional development program for certificated staff; provide support and foster a culture that motivates teachers and administrators to perform at a level of excellency necessary to improve student achievement and narrow the achievement gap between racial, ethnic, and economic groups by working with all of the diverse communities.

Ensure all programs coordinate an efficient and effective delivery of educational services, including curriculum and instruction, early childhood, gifted and talented, special education, technology, categorical programs, student services (including PBIS, restorative justice practices, and progressive discipline), teacher support, health services, safe school, program evaluation, staff development and other areas assigned by the Chief Executive Officer.

Oversee the development, implementation, and monitoring of the long-range instructional goals of the charter school to improve instructional outcomes, as measured by state and national standards.

Ensure that curricula are aligned to state standards; monitor coherence in student learning through continuous alignment of standards, assessment, accountability and intervention practices.

Coordinate with certificated staff and outside consultants to research most current and effective assessment tools to evaluate progress on school priorities and ensure that effective programs and best practices are utilized in the curriculum.

Provide leadership in monitoring and reviewing test data and using findings to initiate corrective action for the affected student or group of students.

Coordinate and manage comprehensive special education program.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees; and recommend termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence and files related to academics; operate a computer to input data and generate reports.

Provide technical expertise, information and assistance to Chief Executive Officer regarding assigned functions, unusual trends, or problems and recommend appropriate corrective action.

Maintain current knowledge of state/federal legislation regulations, requirements and guidelines related to assigned duties; attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in education field.

Select and evaluate certificated staff.

Delegate to subordinates any of the powers and duties deemed necessary or advisable but continue to be responsible for the execution of the powers and duties delegated.

Serve as chair of the Administrative Team in the area of academics, the chief purposes of which are to maintain top-level communication on school-wide matters, and to serve as a review group when group judgment and experience are desirable or necessary to decision making; assure proper emphasis on charter school quality management programs.

Provide leadership in the continuous development, evaluation and revision of the instructional program to comply with legal requirements and the stated goals and objectives of the Board.

Provide for a school-wide program of professional development for certificated, classified and management employees.

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Master's Degree from accredited college or university.

5-years teaching and administrative experience.

5-years selection, training and evaluation of staff.

LICENSES AND OTHER REQUIREMENTS:

California Administrative Services Credential.

California Multiple Subject Teaching Credential.

California Driver's License.

Provide personal vehicle for work along with proof of insurance.

Must be willing to attend evening/weekend meetings or activities.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

State frameworks, curriculum, instruction, assessment and school improvement initiatives.

National, state and school educational goals and standards.

Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.

Effective school concepts and principles.

State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.

Effective staff development programs and strategies.

Instructional methodologies, strategies and curriculum standards.

Academic accountability systems and services.

Report writing and presentation.

Budget preparation and control.

Charter school organization, operations, and objectives.

Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, state frameworks, including special education.

Effective oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies and techniques.

Operation of a computer and related software.

ABILITY TO:

Design, organize and lead a systemic change process in a charter school.

Assist with the integration of professional learning and curriculum implementation.

Analyze statistical data for trends and student performance in various programs and develop strategies for improvement student achievement.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups.

Work independently, coordinate multiple activities simultaneously and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with school staff, students, parents or guardians, outside agencies and the public.

Exercise effective decision-making and problem-solving strategies.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Operate a computer and related software.

Work confidentially with discretion.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school environment; drive personal vehicle within County and State to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read volumes of printed data; sitting for extended periods of time; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.