

## **ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

### **DEFINITION**

Under professional direction, plans, organizes, manages and directs the elementary and secondary instructional programs of the District; plans, organizes, coordinates and manages the instructional program design and delivery systems; plans, organizes, designs and implements curriculum and instructional programs and activities; plans, organizes and directs research and development processes, including educational assessment and projection, Special Education/SELPA and service audit and evaluation processes; plans, organizes, manages and directs educational technology and information services; assists in the planning, development and implementation of Board policies, superintendent regulations and the strategies for achieving District goals and objectives; supervises and evaluates the Educational Services Division staff and the school principals; manages compliance issues related to instruction and completes other related functions as directed. This position reports directly to the Superintendent.

### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in educational innovation, and curriculum and instructional strategies. Directly related administrative and leadership experience is necessary to manage the District educational programs and services. The job requires the ability to analyze, develop and offer alternative solutions to curriculum and instruction issues and concerns. Decisions are made by the incumbent that have a critical impact on District goals, the organization and administration of educational programs and services. The position has executive management responsibility for planning, assigning, reviewing and evaluating the quality and quantity of work of professionals, technical and clerical employees. The incumbent frequently meets with teachers, support and administrative personnel to influence motivate and monitor the objectives of the educational master plan. This is a sedentary position classification and performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

### **ESSENTIAL DUTIES**

- Serves as an advisor to the Superintendent and District personnel pertaining to the various aspects of curriculum and instructional design and delivery systems.
- Administers and coordinates the overall program of Pre-K/12 instruction and pupil personnel services, such as counseling and guidance, special education, exceptional pupil services, program compliance and accountability, Career Technical Education, adult education, child welfare and attendance and health services.
- Provides leadership for administration of special schools, alternative schools and specially funded programs.
- Provides leadership and innovation in assessing, identifying, formulating and implementing District educational goals and objectives.
- Provides leadership for development of the Local Control and Accountability Plan (LCAP).
- Interprets and supervises the execution of policies of the Board of Education, administrative regulations and administrative directives of the Superintendent.
- Provides leadership in the development of processes, strategies and feasibility planning to ensure that necessary human and monetary resources are appropriately utilized to achieve District results

**ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES (Continued)**

- Plans, organizes, develops and implements the instructional goals and objectives of the District, and establishes communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are pursued.
- Plans, organizes, develops and assesses the District's progress toward the achievement of educational planning goals and objectives.
- Plans, organizes and directs the District curriculum and instructional design and development programs, instructional delivery systems and the strategies and techniques for achieving optimal educational and instructional results.
- Provides leadership, support and guidance to staff, District personnel and members of the educational community to achieve complete communication relative to educational design and delivery process.
- Ensures that community advisory groups have had an opportunity to participate in educational assessment and evaluation processes.
- Plans, organizes and directs research and development activities, including planning and forecasting for future instructional service programs.
- Assists in the coordination of personnel functions and services of employees, determination of site level personnel needs, assignment of administrators to schools and the evaluation of staff in cooperation with the Human Resources Division.
- Reviews, audits, observe, monitors and assesses the performance of management and resource personnel responsible for various instructional service units.
- Supervises the school principals and is responsible for their direction and performance evaluation in collaboration with Superintendent.
- Provides direction and coordination of the staff development program.
- Plans, organizes and implements instructional service budget planning guidelines and expenditure control strategies.
- Plans, develops and conducts public and community relations programs pertaining to instructional program functions and activities.
- Provides leadership and expertise in forming, guiding and advising District advisory committees and groups.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and coalition building processes.
- Assists in the determination of short and long range physical needs of the District, and participates in the planning, building, maintenance and operation of physical facilities for the schools.
- Plans, organizes and directs the information services function including the preparation of a variety of management reports to ensure thorough, complete and effective communication and information systems.
- Plans, organizes and directs instructional technology.
- Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions.
- Serves as a member of the Superintendent's Cabinet and attends Board of Education meetings as a member of the Superintendent's staff.
- May be assigned to serve as acting Superintendent in the Superintendent's absence.

**ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices, trends, goals and objectives of public education;
- Philosophical, educational, fiscal and legal aspects affecting a school district;
- Organization, management, planning and evaluation strategies, techniques and procedures;
- Curriculum and instructional design and delivery systems, including audit and evaluation processes, which determine process effectiveness;
- Instructional program, function and activity planning, forecasting, projecting, auditing and managing of a variety of information and data management, storage, retrieval and dissemination systems;
- Research and development strategies, processes and techniques;
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques;
- Instructional support programs, functions and activities.

**Ability to:**

- Plan, organize, coordinate and direct the District instructional services and staff development programs;
- Plan, organize, develop and implement instructional service budget planning and expenditure control;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an innovative instructional model that is cost effective and cost beneficial;
- Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions;
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;
- Establish and maintain cooperative organizational, public and educational community relationships;
- Work positively and effectively with employees; staff and community representatives.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

Five years of experience in an administrative position performing instructional support services and related functions at District level. Continued and recent participation in curriculum development and directing of instructional programs. Must have served as site level Principal.

**Education:**

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development and design or closely related fields.

**OTHER REQUIREMENTS**

Possession of a valid California credential authorizing service as an elementary and secondary level administrator. Possession of a valid California Motor Vehicle Operator's License. Insurability by the District's liability insurance carrier is a condition of employment.