

ATASCADERO UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

Contracted Position

I. OVERVIEW:

The Assistant Superintendent of Educational Services serves as a key Cabinet-level leader, providing strategic vision and executive oversight to ensure systemic coherence across all district instructional programs. This role requires an innovative, forward-thinking leader who anticipates emerging educational trends and drives transformative practices that enhance teaching, learning, and organizational effectiveness. In close partnership with the Superintendent and Board of Education, the Assistant Superintendent leads districtwide visioning and long-range planning efforts, ensuring clear alignment among Board-adopted priorities, the Local Control and Accountability Plan (LCAP), and the district's Multi-Tiered System of Supports (MTSS) framework. This role is responsible for the continuous alignment of federal and state mandates with research-based and internationally recognized best practices. By integrating policy, performance data, and continuous improvement strategies, the Assistant Superintendent directs the design, implementation, and sustainability of instructional systems that promote equity, academic excellence, and measurable outcomes for all students and families.

II. QUALIFICATIONS:

- Demonstrated experience administering a comprehensive, standards-aligned instructional and assessment program that supports continuous improvement and student achievement. Proven ability to design, deliver, and lead high-quality professional learning and school improvement initiatives that result in measurable gains in student outcomes.
- Leadership and administrative experience, or evidence of high-quality preparation, in the areas of best practices, curriculum design, and assessment systems.
- A minimum of five (5) years of successful instructional experience, including at least three (3) years of effective service as a site administrator.
- Administrative experience related to the organization, operation, and governance of educational systems, including policy implementation and operational oversight.
- Exceptional written and oral communication skills, with the ability to develop, build and sustain collaborative relationships with community members, staff, families, and students.
- Leadership experience within a school district or county office of education, with an understanding of complex, unified K-12 educational systems.
- A demonstrated commitment to continuous professional growth and lifelong learning, along with the ability to build trust, foster collaboration, and contribute positively as a member of a district leadership team.
- Experience in grant management to support instructional initiatives and district priorities.
- A proven record of collaboration with community-based organizations and partners to enhance school programs and support student success.
- Valid, California Administrative Services Credential
- Masters' Degree or Doctorate
- Valid, California Teaching Credential
- English Language Authorization (CLAD or equivalent)
- Current CPR/First Aid Certificate
- Ability to obtain Federal Bureau of Investigation and California Department of Justice

Fingerprint Clearance as required by California Education Code

- Tuberculosis Clearance
- Valid California Driver's License

III. KNOWLEDGE AND ABILITIES:

A. Knowledge of:

- Oversee the administration and continuous improvement of a comprehensive districtwide instructional and assessment program to ensure alignment with strategic goals and high-quality student outcomes.
- Maintain expert knowledge of state and federal laws, regulations, and mandates governing educational services, ensuring district compliance and alignment with best practices.
- Apply understanding of collective bargaining agreements and their implications to instructional programs and operational decisions affecting certificated and classified staff.
- Ensure all educational programs and student services adhere to Education Code, Board policies and administrative regulations, providing guidance and oversight for consistent implementation across the district.
- Direct program evaluation efforts to assess the effectiveness of instructional programs, student achievement, and progress toward district goals, using data to guide continuous improvement.
- Oversee budgetary planning and decision-making related to all educational and student programs, ensuring fiscal responsibility while maximizing resources to support equitable, high-quality instruction.

B. Ability to:

- Provide executive consultation, mentorship, and professional learning frameworks to scale high-quality instruction, curriculum, and assessment systems grounded in research-based best practices across the district.
- Lead the design and implementation of forward-thinking collaboration structures that align work across departments, schools, and grade levels, fostering synergy and ensuring cohesive execution of district initiatives in alignment with Board policy, district priorities, and Education Code requirements.
- Analyze and interpret federal and state mandates, Education Code, grant regulations, and evolving legal requirements, translating complex information into actionable district policies that maintain compliance, fiscal integrity, and instructional quality.
- Utilize data, research, and evidence-based practices to inform strategic decision-making, monitor instructional outcomes, and guide continuous improvement across all programs and student populations.
- Direct the supervision, coaching, and evaluation of senior leadership and assigned personnel, fostering a high-performance culture aligned with district strategic goals.

- Cultivate and sustain high-impact partnerships with internal teams and external community partners to drive collective impact and support districtwide objectives.
- Leverage digital platforms, analytics, and reporting tools to monitor progress, share organizational outcomes, and guide data-driven, research-informed decision-making.

IV. **ESSENTIAL FUNCTIONS OF POSITION:** Duties include, but are not limited to the following:

- Visioning: Strategic Design & Integration
 - Evaluate global, federal, and state educational landscapes to identify high-leverage, research-based practices, translating complex research, legislation, and data into a clear, actionable district strategy. As a valued member of the Cabinet, this leader brings people together, thinks innovatively, and motivates teams through a collaborative, research-informed approach focused on making a meaningful difference for students and staff.
- Alignment: Systemic Coherence & Governance
 - Ensure the District's shared vision of strategic goals, and classroom-level teaching and learning. Oversee the collaboration of site leaders and instructional teams to integrate federal and state requirements with district initiatives, ensuring that governance, policy, and practice work together to support consistent, high-quality instruction and measurable student outcomes.
- Responsibilities: Instructional Leadership & Outcomes
 - Provide visionary instructional leadership by overseeing the districtwide MTSS framework, ensuring alignment with California content standards, high-quality curriculum, and professional development. Drive innovation in teaching and learning by cultivating an engaged community of educators who identify and implement research-based practices, leverage assessments, and use systematic data collection and analysis to inform instructional decisions. Maintain accountability for the instructional “through-line” across all schools, fostering measurable academic growth and equitable outcomes for every student while collaborating with site leaders and teams to promote continuous improvement and excellence.
- Organizational Support: Operational Integration & Collaboration
 - Lead executive-level leadership and cross-functional oversight for Educational Services, Special Education, Technology, and Nursing ensuring all departments operate as a cohesive, integrated network. Demonstrate dedication and responsibility in collaborating with Cabinet and district leadership to align operational strategies with the district's shared vision and strategic goals. Foster a culture of teamwork, collaboration, and shared accountability to ensure that all students receive comprehensive, coordinated support.
- Fiscal Stewardship: Strategic Resource Optimization
 - Provide executive oversight of the Educational Services department's fiscal operations, leading the collaborative design and management of programmatic budgets through a lens of equity, impact, and instructional priorities. Ensure that financial planning and resource allocations align with the District's shared vision and strategic goals and drive sustainable school improvement. Maximize the use of

state, federal, and local resources to strengthen long-term institutional health, while applying strong leadership and management skills to monitor, evaluate, and optimize fiscal performance across all programs and operational areas under the department's purview.

- Accountability: Executive Reporting & Governance Support
 - Develop and deliver executive-level, evidence-based reports and situational analyses to the Superintendent and Board of Trustees, translating complex instructional, programmatic, and student performance data into actionable insights. Serve as the central point of accountability for Educational Services, ensuring leadership is fully informed about the effectiveness, progress, and overall health of district instructional programs. Analyze trends in curriculum, assessments, and MTSS implementation to guide strategic decision-making and recommend initiatives that promote continuous improvement, equitable outcomes, and the achievement of district goals.

V. PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The work environment characteristics described 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.

The noise level in the work environment is usually moderate.

VI. SUPERVISION: Under the supervision of the Superintendent.

VII. EVALUATION: Performance of this job will be evaluated by the Superintendent.

The Superintendent or designee may waive stated qualifications when equivalent experience, education, or training is determined to meet the intent of the position.

Revised January 2026, Adopted by the Board of Education: February 3, 2026.

The District reserves the right to update, revise or change this job description and related duties at any time.