

WESTMINSTER SCHOOL DISTRICT

Job Description

ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

Brief Description of the Position

Under the direction of the Superintendent, the Assistant Superintendent of Education Services serves as the chief educational services administrator of the District, by leading all educational programs of the District, providing leadership and assuming management responsibility to facilitate implementation of the mission, vision, values and goals of District programs. This position is responsible for the operation of all educational and student services programs, including but not limited to, curriculum, staff development, instruction, special education, student services, categorical programs, before and after school programs, and other related services.

Essential Duties and Responsibilities

- Assist the Superintendent in directing the administration and coordination of the District's education programs
- Formulate and encourage innovative curricular programs that will improve instruction and learning in conjunction with the supervisory staff, principals, and teachers.
- Deeply understands the District's instructional program in all schools, for the purpose of evaluating the program and for improving learning outcomes by utilizing organization systems and best practices for leadership development.
- Plan, develop, collaborate, implement, direct, and evaluate general and special education instructional goals and processes designed to meet the unique needs of students and the community in compliance with state and federal laws, regulations, Board policies, and collective bargaining agreements.
- Assist the community in understanding District, state, and federal goals, District objectives, programs, support services for students, philosophy, and policies, as well as the strategies utilized for achieving them.
- Work with District administrators to appropriately provide leadership and assist staff in setting and implementing high educational standards and goals, through development of accountability structures in support of student academic achievement and growth.
- Develop a system that regularly reviews and monitors policies, procedures, and practices to ensure all operational systems and academic endeavors are continuously aligned, with a focus on continuous improvement.

- Supervise state and federal programs including Title I/II and Title III Limited English Proficient and Local Control funding formulas and supplemental/concentration grant funds; assure compliance with and serve as a district liaison
- Establish a results-based culture through continuous collection, examination, and use of data to develop long- and short-range plans for improving systems and processes.
- Plan, develop, and coordinate the following programs: summer school, student services, special education, expanded learning, early learning, field trips, school calendar, conferences, state testing, disaster preparedness, independent study, partnerships, and compliance review.
- Responsible for annual revision of all Board Policies relating to the educational and instructional program, as well as community relations.
- Serve as an advisor to the Superintendent on matters related to education programs, including serving as the Superintendent's designee in matters regarding education concerns, parent complaints, and conflict resolution.
- Serve as a member of the Superintendent's Executive Cabinet by proposing solutions and supporting the District's Mission and Vision
- Ensure effective communication within, and external to, the Educational Services Division.

Major Duties and Responsibilities (continued)

- Oversee school attendance boundaries and coordinates efforts for needed revisions.
- Establish procedures for and monitor pupil registration, admission, and transfers both intra-district and inter-district.
- Attend such meetings at City, County, State, and National levels as will be of assistance in improving the functions of the District.
- Responsible for monitoring appropriate implementation of policies and regulations with regard to student suspension and expulsion.
- Provide information and services to the Superintendent and Board of Trustees which will assist them in the formulation of District goals, priorities, and policies in the educational services area.
- Develop and maintain a sound department fiscal management system to ensure resources are aligned with education goals and objectives, including the alignment and integration of categorical funds

- Evaluate, supervise, and counsel staff members to improve employee performance, ensuring staff adheres to District, state, and federal educational and professional standards.
- Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
- Fulfill other duties as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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

Knowledge and Abilities

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing special education programs in California.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective special education programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Knowledge of State funding allocation methods.

Education, Experience, and Licensing

- A Master's degree in Educational Administration or other related field.
- At least three years of successful certificated teaching experience.
- At least three years of success as an elementary or secondary principal, or experience in principal supervision.
- At least three years of progressive leadership experience at the Supervisory and District Office level
- Valid California teaching or other related services credential.
- California Administrative Services or other related services credential.
- Possession of a valid California driver's license.

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

Work Environment

- 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.