Grossmont Union High School District

Assistant Superintendent, Educational Services

Job Description

The job of Assistant Superintendent, Educational Services, is done for the purpose/s of developing, aligning, planning, implementing, directing, and evaluating the instructional programs through an ongoing process of collaboration, support, and strategic change; providing leadership and supervision to the curriculum/instructional support department; managing the instructional functions for the district's schools; providing information and recommendations to the Board, Superintendent, staff and/or public; serving as a member of the Superintendent's Executive Cabinet; providing administrative and technical assistance to the Superintendent; and addressing a wide variety of administrative processes, within the context of the District's Strategic Plan.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is great opportunity to significantly impact the District's services.

Directly Responsible to: Superintendent

Essential Functions of the Job:

1. Manages and evaluates the district office curriculum/instructional support department in the areas of instruction, curriculum, assessment, English Learner programs, alternative education student services, technology, college and career readiness, professional development, student activities, special education, and adult education.
2. Implements the district's instructional vision, goals and objectives as adopted by the Governing Board and directed by the Superintendent for the purpose of managing the alignment of all services and curriculum for improved student achievement and academic success.
3. Provides leadership, direction, and support for the curriculum/instructional support department to ensure programs approved by the Board of Trustees are fully and appropriately implemented in all schools.
4. In collaboration with the Executive Director, Leadership, evaluates Principal performance regarding their school's productivity in achieving the District's goals, priorities, and expected results.
5. Works collaboratively with High School Principals, Directors and teachers to ensure effective coordination, support, and utilization of all programs allocated to sites.
6. Directs and supports the improvement of curriculum through the continuing evaluation and revision of courses of study; the development of new courses of study, and the adoption of instructional materials.
7. Researches curriculum and academic approaches to seek out new and improved methods to positively influence the learning environment for students in a way that increases graduation rates.
8. Directs, coordinates, implements, and evaluates district instructional programs in accordance with State and federal laws, district regulations and other specially funded program requirements.
9. Provides administrative direction and coordination in the achievement of district goals for all curriculum/instructional support departments.
10. Implements the Superintendent's Strategic Plan regarding curricular and instructional goals and objectives for the district; provides continuous evaluation of progress toward achievement of these goals and objectives.
11. Supervises the development of the Local Control Accountability Plan (LCAP). Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
12. Recommends goals and objectives; assists in the development of policies and procedures; administers policies and procedures related to responsibilities.
13. Revises and keeps current all curriculum and instruction related board policies and regulations.
14. Provides overall leadership and coordination of program improvement and WASC accreditation programs.

15. Responds to a variety of complaints, including all categories listed under Uniform Complaints; serves as Title II ADA Coordinator.
16. Responds to questions and requests for information about district-wide programs and procedures.
17. Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
18. Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
19. Coordinates activities within assigned responsibilities with those of other departments and outside agencies and organizations; provides staff assistance to others as needed.
20. Collects, analyzes, and presents complex technical data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations.
21. Keeps abreast of current and proposed laws and trends related to assigned responsibilities, reviews and proposes legislation affecting school business management in areas of responsibility.
22. Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Job Requirements - Minimum Qualifications Guide

Typical knowledge, skills and abilities would include:

Knowledge is required to oversee departmental budgets, including calculations using fractions, percentages, and/or ratios; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles and practices of educational administrative program development, administration and evaluation; programs/services typical to a large high school district; principles and practices of organization, administration and personnel management in a public high school district; general school district policies, rules, and regulations; budget administration; relevant local, state and federal regulations; principles of labor relations; and stages of student development.

Skills are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership and organization; analyzing and interpreting data; planning and managing projects; operating standard office equipment; and preparing and maintaining accurate records.

Ability is required to organize a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with others in a variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Working Environment:

Environment: Work is performed in an office environment, with occasional exposure to elements in traveling from district and school site to school site; frequent exposure to stressful situations associated with time pacing, deadlines, and supervision.

Physical Abilities:
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires sitting, walking, standing, and driving. The job is performed under minimal temperature variations and in a generally hazard free environment. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Education and Experience:

Typical qualifying background would include any combination equivalent to:

Experience: Five (5) years of increasingly responsible educational administration experience. High school site principal and district office instructional support experience is preferred.

Education: A Master's degree or higher in education, education administration or closely related field.
A Doctoral degree is highly desirable.

Equivalency: A combination of education and experience equivalent to a master's degree in education, education administration, education leadership or closely related field and five (5) years of effective school leadership experience that includes site, district, and/or county level experience.

Certificates/Licenses/Credentials: Possess a valid California Teaching Credential or Pupil Personnel Services Credential, and California Administrative Services Credential authorizing service in an administrative position at the secondary level or equivalent position. Possess a valid California driver's license and evidence of insurability.

Clearances: Criminal Justice Fingerprint/Background Clearance, TB skin test, Physical Exam, Drug Screen, Preventing Sexual Misconduct online student/staff interaction, Assisting in Suicide Prevention (online course AB 2246) and Child Abuse Mandated Reporting (online course AB 1432 training), SB 553 Workplace Violence Prevention Training, and Bloodborne Pathogens Training.

Continuing Education/Training: Maintains Certificates, Credentials, and/or Licenses

FLSA: Exempt

Salary Grade: Executive Level Contract

Board Approval date: September 10, 2026