



DEFINITION

Under the general direction of the District Superintendent, the Assistant Superintendent of Educational Services is responsible and has full authority over the direction, management, coordination and supervision of all instructional activities consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Coordinate the operations of the Curriculum Department: provides leadership in the development, evaluation, and improvement of the curriculum and instructional programs of the District; review and coordinate categorical programs at district and school levels; monitors coherence in student learning through continuous alignment of standards, assessment, accountability and intervention practices; participates in the study of curriculum development with local, county, and state committees

Provides leadership in the implementation of state and district standards and assessment programs including District Benchmark Tests, STAR, and promotion/retention programs; supervises and coordinates the District Evaluation (testing) program and assists the Superintendent in reporting, analyzing, and presenting the results to the Board of Trustees, District personnel, and the community.

Facilitates the planning of extended learning opportunities and interventions such as summer school for English learners and at-risk students as well as Saturday school and intervention programs

Coordinate the operations of the Instructional Materials Center: coordinates the activities related to the evaluation and selection of instructional materials, textbook adoption/solutions and ordering process; coordinates the District library media centers especially catalogue acquisitions and upkeep to match curriculum pairing.

Participates cooperatively with the Superintendent in developing the goals and objectives for the department progress and assessment, and for the basis upon which this position will be evaluated in conformance with the District's guidelines

Develop as a professional; reflect on administrative practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Supervises the preparation and distribution of the District-prepared publications such as Accountability Report Card, testing reports, and parent brochures
- Supervises the activities of the staff of the Curriculum Department
- Represents the Instruction Division on the Administrative Cabinet
- Assists in the interpretation of the instructional program to the Board of Trustees and the community
- Represents the District at professional meetings and conferences
- Perform other related duties as assigned by the District Superintendent

KNOWLEDGE OF

- Applicable sections of state education code and other applicable codes, laws, rules and regulations related to assigned activities

- Public education systems, county and community resources and agencies
- Current research and trends in teaching and learning; evaluative process of program assessment
- Principles and practices of administration, supervision and training
- Best instructional practices and strategies as well as assessment instruments and techniques

ABILITY TO

- Maintain a supportive attitude toward District policies and administrative regulations.
- Maintains a cooperative attitude and use good judgment in working with the other staff members, administration, parents and children
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Master's Degree
- Minimum of five years of teaching experience, preferably at various grade levels
- Minimum of five years of administrative or supervisory experience, including serving as school principal
- Clear California Administrative Services Credential
- Valid California Driver's license

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects such as records or files typically weighing up to 20 pounds. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. There is frequent contact with staff and public and the need to meet multiple demands from several people. The employee will need to drive to District sites training facilities, community meetings and other locations as needed. The noise level can be moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees