



Sequoia Union High School District

Job Description

JOB TITLE:	Assistant Superintendent, Educational Services
ADMINISTRATIVE RELATIONSHIP:	The Assistant Superintendent, Educational Services is directly responsible to the Superintendent.
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position Masters Degree required; Doctorate desirable; California Administration Credential; Specific preparation in the administration of public education, curriculum and instruction; Successful Administrative Experience including district level responsibility; principal experience is required; teaching experience is required
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	220 days
LOCATION:	Various
BOARD APPROVAL:	March 20, 1991 Revised April 13, 2011

BRIEF DESCRIPTION OF POSITION

Under the direction of the Superintendent, provides leadership in developing, achieving and maintaining highly effective educational programs and services. Supervises staff in developing, improving, and implementing the curricula, professional development and instructional programs.

DUTIES AND RESPONSIBILITIES

- Serves as a member of the Superintendent's Cabinet
- Works with the Superintendent in implementing the Board's adopted goals and in articulating a vision of the district's instructional program
- Collaborates with other senior-level administrators to assist the Superintendent in meeting district goals and managing district operations
- Attends all regular and special meetings of the Board of Trustees and makes reports on district programs as directed by the Superintendent
- Prepares and implements policies, procedures, and practices for the Board, the staff, and the community under the direction of the Superintendent
- Oversees the preparation and presentation of studies, data, and reports critical to effective decision-making in assigned areas of responsibility
- Acts as the key spokesperson for assigned areas of responsibility including public presentations regarding district issues on various committees and before special interest groups, citizen groups, and other public meetings
- Attends professional meetings, conferences and institutes to keep abreast of current research, trends, and practices

- Stays current on local, state and federal laws, rules, regulations , and other requirements for district program compliance
- Provides leadership and assistance in the design, operation, monitoring, and evaluation of assigned programs
- Provides leadership, management, supervision and direction to assigned management, professional and support staff and consultants
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district
- Performs other duties as assigned by the Superintendent
- Serves as the liaison with the other state, county and private organizations

PROGRAM RESPONSIBILITIES

- Directs processes related to the development, evaluation and revision of curriculum and content standards
 - Keeps informed as to the operation of the instructional program in all schools
 - Manages the collection and analysis of student achievement data and coordinates the preparation of reports
 - Maintains articulation among all departments, Principals, subject area councils, Instructional Vice Principals, and Head Guidance Counselors Council
- Directs the implementation of the District program for ensuring student mastery of content and performance standards
 - Oversees school plans and school accreditation process
 - Provides assistance in administrative reviews
 - Supervises the preparation of all courses of study and course catalogs for grades 9-12 and the adult program
 - Formulates and oversees intervention programs for students not meeting performance standards
- Directs planning for District and school improvement
 - Oversees program improvement initiatives
 - Directs planning and implementation of processes related to the selection of textbooks and instructional materials
 - Develops innovative curricular programs that will improve instruction
 - Communicates with the public and media on curriculum and instructional issues
 - Provides for community input and participation in the instructional program
- Plans and coordinates implementation of CTE initiatives including School to Career Pathways
- Develops and monitors Educational Services budgets.
- Oversees grants and research activities connected to Educational Services
- Develops and monitors Professional Development for all staff (administration, certificated and classified)
- Provides program monitoring for categorical programs and program improvement
- Oversees District alternative educational programs
- Coordinates and monitors District programs for English Language Learners and Special Education students

SKILLS, KNOWLEDGE, ABILITIES

- Demonstrated success as a strong and visionary leader
- Collaborative, yet decisive, in decision-making; seeking consensus whenever possible
- Knowledgeable in current and emerging educational research as well as best practices
- Knowledgeable in curriculum and instructional needs of students
- Skilled in conceptualizing, clarifying, and effecting organizational patterns best suited to accomplish the curricula and instructional goals of the district
- Able to contribute significantly to professional development programs and planning
- Effective communicator, both verbally and in writing
- Demonstrated knowledge of assessment and data collection , and an understanding of its relationship to curriculum and instruction
- Ability to articulate the instructional program with “feeder” elementary districts and community colleges