

NATIONAL SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE: ASSISTANT SUPERINTENDENT-EDUCATIONAL SERVICES

Purpose Statement:

The job of Assistant Superintendent of Educational Services is done for the purpose of developing, aligning, planning, implementing, directing and evaluating the instructional programs through an ongoing process of collaboration, coaching, support and strategic change; providing leadership and supervision to the Educational Services 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 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.

Essential Functions

- Supervises department heads in Educational Services for the purpose of managing assigned operations in accordance with Board and school policies; to support them in the completion of their work activities; and to evaluate their performance.
- Provides leadership for the development and implementation of districtwide curriculum, effective instructional practices and professional development for the purpose of ensuring compliance with established policies, procedures, and/or education codes to support maximum student achievement for every student.
- Provides assistance, coaching, and technical advice with educational and instructional matters for principals and management staff for the purpose of providing professional support, maximum student achievement, and ensuring effective instructional practices.
- Oversees a continuing program of professional development for staff that supports the goals and objectives of the strategic plan related to curriculum, data analysis, instructional strategies, etc.
- Assists the Superintendent in establishing and implementing goals and objectives for the district as directed by the Board via the strategic plan; provides continuous evaluation of progress toward achievement of these goals and objectives.
- Monitors financial activity for Educational Services for the purpose of ensuring that resources are aligned to educational goals and objectives, including alignment and integration of categorical funds.
- Compiles data and composes a variety of correspondence (e.g., reports, memos, letters, policies) for the purpose of evaluating assigned programs, complying with financial, legal and administrative requirement and/or conveying information.
- Supports and monitors the activities of appropriate districtwide committees for the purpose of providing information and/or gaining feedback.
- Participates as a member of the Superintendent's Cabinet.

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- Supports the Superintendent for the purpose of providing assistance with the administrative functions of the district.
- Recommends solutions to a variety of complex issues (e.g., instructional programs/materials) for the purpose of addressing general needs and responsibilities of the district.
- Responds to a variety of complaints, questions, and requests for information about districtwide programs, and procedures; participates on a variety of boards and commissions; attends and participates in professional groups and committees.
- Attends appropriate meetings and trainings for the purpose of conveying and/or gathering information required to perform the essential functions of this position.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in completion of work activities.
- Performs other duties as assigned.

Skills, Knowledge and/or Abilities Required:

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: provide leadership; work with a variety of computer software programs and communicate effectively both orally and in writing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, 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-based competencies required to satisfactorily perform the functions of the job include: planning, organizing and directing the functions of Educational Services; laws and regulations related to Educational Services and modern office management and procedures.

ABILITY is required to schedule 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 independently work with others in a wide 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. 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 ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; displaying tact and courtesy; and interpreting laws and regulations related to educational services.

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Responsibility

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 routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting 25% walking, and 25% standing. The job is performed under a generally hazard-free environment.

Experience: Job related experience within specialized field with increasing levels of responsibility is required

- **Education/Experience:** Masters Degree in school administration or education from an accredited college or university. Doctoral degree in job related area is desirable. Five years of increasingly responsible educational administration experience. Site administration experience and district office division/department experience is highly desirable.

Equivalency: None specified

Required Testing

None Specified

Certificates & Licenses

California Administrative Credential

California Teaching Credential

Continuing Education

As needed

Clearances

Criminal Justice Fingerprint Clearance

TB Clearance

FLSA Status

Exempt

Approval Date

March 1, 2012

Salary Grade

Management