



**CERTIFICATED
Job Class Description**

Equal Employment
Opportunity

ASSOCIATE SUPERINTENDENT

DEPARTMENT/SITE: INSTRUCTIONAL SERVICES

**SALARY SCHEDULE: MANAGEMENT
LEVEL:**

WORK YEAR: 12 MONTHS

REPORTS TO: SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: October 26, 2022

JOB GOAL/PURPOSE:

The Associate Superintendent, Instructional Services, is responsible for the direction and coordination of the District's instructional, student services, and expanded learning programs. Works directly with district office department leaders, site administrators, and teachers in planning, organizing and implementing the educational program for each respective school. Provides leadership in the development, operation and coordination of Student Services and the Child Development Center.

DISTINGUISHING CHARACTERISTICS

The Associate Superintendent is a member of the Superintendent's cabinet and leadership team; is second in command when the Superintendent is unavailable; the class is responsible for the vision, planning, implementation, operation and reliability of major educationally-related core District departments and support programs.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Is acting Superintendent in the absence of the Superintendent
- Serves as a member of the Superintendent's Cabinet
- Plans and recommends policies for the operation and implementation of the approved educational programs and evaluation and assessment of those programs
- Responsible for preparing periodic status updates and reports to the Board of Education and community
- Directs district curriculum development activities and implements strategies for monitoring goals and objectives
- Coordinates, reviews and evaluates all staff assigned to the Instructional Division
- Monitors programs for the purpose of evaluating their effectiveness and determining appropriate changes and/or improvements
- Provides leadership in the overall operations of instructional services including the identification of and the addressing of school, staff and students' needs as they relate to the development, implementation and

assessment of educational program design, curriculum, instruction, and professional staff development activities

- Provides leadership to ensure the understanding and promotion of the educational objectives of the district
- Works with the administration and teachers organizing and coordinating appropriate grade level and departmental meetings, as well as, special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district
- Assists the Superintendent in the development of district policies, programs, goals and implementation of the instructional program
- Demonstrates leadership in assessing the needs, planning, administering and evaluating the education program for both the administrative and instructional staff, coordinates all instructional service reporting requirements, and prepares an annual calendar for instructional service activities
- Supervises the development of curriculum documents and related materials prepared by personnel in the district and ensures that all district curriculum is approved by the Board of Education in accordance with state regulations, Board policies, and district needs
- Supervises the process of selection of textbooks and instructional materials for the district in cooperation with building principals, instructional specialists, and teachers
- Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies, and assessment programs for the district
- Interprets changes in curriculum and instructional practice to the Board of Education, the administration, teachers, and general public
- Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction within the district
- Assumes responsibility for developing, coordinating, reviewing and evaluating results of state and district-wide testing programs
- 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
- Collects, analyzes and presents complex data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations
- Establishes a systemic approach to educational programming; curriculum and instructional development, implementation, and evaluation
- Ensures that state and national curriculum standards, assessment programs, district programs, and instructional practices are aligned
- Oversees the collection of student-based data and timely reporting in state and federal cycles

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Local Control Funding Formula (LCDD)
- Local Control Accountability Plan (LCAP)
- School Plan for Student Achievement (SPSA)
- Current research related to teaching and learning (curriculum, instruction, and student engagement)
- California Education, Board Policies, and Administrative Codes
- Federal Education policies and regulations
- California content standards and assessments
- Common Core State Standards
- Next Generation Science Standards
- State and Federal Testing Assessments
- Categorical Programs
- English language Acquisition
- Multi-Tiered Systems of Support

Ability to:

- Conduct and facilitate meetings
- Supervise and coach individuals
- Assimilate and synthesize volumes of information and data
- Utilize technology to maximize personal productivity
- Design, implement and evaluate services and programs
- Develop and monitor budgets

EDUCATION REQUIRED:

Master's Degree with emphasis in administration, supervision, and curriculum development required

Valid teaching and administrative credentials required

Doctorate in curriculum/instruction or administration, desirable

Expertise in the areas of leadership, standards, teaching and learning, and assessment

EXPERIENCE REQUIRED:

Minimum of five years of classroom teaching

Experience in curriculum planning, implementation, evaluation and successful supervisory experience

Three years of experience in public and educational administration

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in an office environment or a school site, and occasionally requires sitting for extended periods
- Operate a computer keyboard and other office equipment and maintain paper and/or electronic files and documents
- Lifts objects such as boxes containing documents and weighing up to 35 pounds
- Grasp, hold and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Exchange information in person or on the telephone
- Read documents and computer screen
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites
- Ability to access all areas of District facilities/sites
- Exposure to intermittent noise and interruptions typical of an office or school environment