



Job Title: Assistant Superintendent, Instructional Services

Reports to: Superintendent

Definition:

Under direction of the Superintendent plan organize, manage, and direct the District's the instructional programs; to plan, organize, coordinate, and manage the instructional program design and delivery systems; to plan, organize, design, and implement curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences; to plan, organize, and direct research and development processes, including educational assessment and projection, and product and service audit and evaluation processes; to assist in the planning, development, and implementation of Board policies, Superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed. The Assistant Superintendent will be responsible for providing service-based organizational support to schools within the context of adopted District goals and site plans. This classification is an executive cabinet level position.

Essential Functions:

- Serves as an advisor to the superintendent and District personnel in matters pertaining to the various aspects of curriculum and instruction design and delivery systems.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives.
- Provides leadership in the development of processes, strategies and feasibility planning to ensure the necessary human and monetary resources are appropriately utilized in order to achieve the District planned results.
- Plans, organizes, develops and implements the instructional service goals and objectives, and establishes communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are pursued.
- Plans, organizes, develops, and assesses the District's progress toward the achievement of master educational planning goals and objectives.
- Plans, organizes and directs the District curriculum, and instruction design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results.
- Provides leadership, support, and guidance to staff, district personnel and members of the educational community to effect thorough and complete communication relative to the educational design and delivery process, and to ensure that community advisory groups have had an opportunity to participate in educational assessment and evaluation processes.
- Plans, organizes, and directs research and development activities, including research and development, and the planning and forecasting of future instructional service programs.
- Reviews, audits, observes, monitors, and assesses the performance of management and resource personnel responsible for the various instructional service units.
- Plans, organizes, and directs the preparation of a variety of management reports in order to ensure thorough, complete, and effective communication and information systems.
- Plans, organizes, and implements instructional services budget planning guidelines and expenditure control strategies.
- Plans, develops, and conducts public and community relations programs pertaining to instructional programs functions and activities.
- Provides leadership and expertise in forming, guiding, and advising District advisory committees and groups.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.



Experience and Education:

Any combination of experience and education that could provide the required knowledge and ability would be qualifying.

Certification, Licenses, and Other Requirements:

- Five years of experience in a responsible public education administrative or supervisor position including experience in instructional support services and related functions
- Equivalent to completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development and design, or closely related fields
- Administrative Services Credential
- Valid California driver's license

Knowledge of:

- Principles, practices, trends, goals, and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a school district.
- Organization, management, planning, and evaluation strategies, techniques and procedures;
- Curriculum and instruction design and delivery systems, including audit and evaluation processes, which determine process effectiveness.
- Instructional program, function, and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems.
- Research and development strategies, processes, and techniques.
- Human relationships, conflict resolution strategies, and procedures, and team management building methods and techniques.
- Instructional support programs, functions and activities.
- Plan, organize, coordinate and direct the District instructional service program.
- Plan, organize, develop and implement instructional service budget planning, and expenditure control processes and procedures.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial.
- Evaluate and analyze complex problems, issues and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication.
- Establish and maintain cooperative organizational, public and educational community relationships.

Ability to:

- Read; interpret, apply and explain applicable laws, regulations, policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups..
- Apply concepts such as fractions, percentages, ratios and proportions to practical situations; compute statistics, information and recommendations related to curriculum, instruction and staff development, prepare clear, concise and complete financial information and reports.
- Define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions; read, analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex curriculum and instruction issues and concerns; manage multiple projects simultaneously.



Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Body Movements: Regular Activities: stand and sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.

Lifting Requirements: Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 10 pounds.

Vision Requirements: Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment

Work is usually performed in a District office environment.

Exposures, Risks and Hazards

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing computer-related equipment.

Governing Board Approved: August 24, 1999

Revised: