



JOB DESCRIPTION

Assistant Superintendent of Curriculum and Instruction

DEFINITION:

Under the direction of the superintendent and in cooperation with administrative staff, supervise the development, implementation and evaluation of an articulated transitional kindergarten-Adult Education instruction programs, and Multi-tiered System of Supports (MTSS) programs, in accordance with state and federal guidelines. Monitor compliance and documentation of state and federal programs. Plan, implement, develop, direct and evaluate functions and activities in various areas, including curriculum, professional development, provide information, recommendations and administrative and technical staff assistance to the superintendent, staff and/or public, addressing a wide variety of administrative processes, and implementing the District's Strategic Plan.

ESSENTIAL DUTIES:

- Responsible for promoting the improvement of all students' academic achievement, including all student groups.
- Responsible for promoting the academic improvement of student sub-groups including English learners, low income and foster youth.
- Responsible for the preparation, submission, implementation and evaluation of state and federally funded programs and grants.
- Responsible for all state and federal student assessment programs and measurement of academic performance and progress programs.
- Supervise the District's: educational services department, MTSS programs, student assessment programs, student data systems including CALPads and technology.
- Responsible for the development and implementation of district's LCAP.
- Responsible for before and after school programs and articulation with outside agencies and vendors.
- Responsible for the acquisition of textbooks and instructional materials
- Responsible for the evaluation of classified and certificated staff under their direct supervision.
- Fiduciary responsibilities including preparing and maintaining balanced budgets, and the allocation of funds according to state and federal mandates.
- Coordinate all components of CAASPP testing program to comply with state and federal guidelines and regulations.
- May assist in the evaluation and supervision of the performance of principals and administrators/ department heads within their department to secure the continual improvement of the District's instructional programs and services.
- Provides support and coordination to the operation and administration of instructional programs.

- Provides direction and leadership to site administrators in the management, supervision, and evaluation of the District's instructional programs and services.
- Plans and coordinates training and development of site administrator management and instructional supervision skills.
- Assists site administrators in development of needs improvement plans and assessment of certificated employee competence in instructional and classroom management.
- Provides support relating to the development and maintenance of automated information systems for assessment, analysis, and reporting of student achievement and correlation of curriculum and prescriptions and grade level proficiency standards.
- Evaluates the efficiency and effectiveness of the educational programs and services of the District.
- Conducts research to discover and introduce new methods/strategies, materials and technologies contributing to the successful achievement of the District's instructional program.
- Attends Board meetings and provides information related to job duties and as directed by the Superintendent.
- Serves as a member of the Superintendent's Cabinet.
- Maintains current knowledge of government statutes, regulations and rules relating to instruction, curriculum, special and compensatory education.
- Represents the District on various regional, state and national committees, councils and commissions concerned with curriculum development, research, and implementation.
- Coordinate with the Director of Special Education to oversee the implementation of Special Education programs and services.
- Supports the Superintendent in the overall administrative efforts; interprets ideas and decisions for staff and public; provides information regarding pertinent division development and events.
- Advises the Superintendent on educational and administrative issues.
- Responsible for the development and implementation of District policies and programs related to instructional services and elementary and secondary instruction.
- Prepares and delivers presentations on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and various stakeholder groups.
- Responsible for the professional development of instruction for certificated and classified personnel across the District.
- 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.
- Recommends goals and objectives; assists in the development of policies and procedures; administers policies and procedures related to responsibilities.
- Coordinates activities within assigned responsibilities with those of other departments and outside agencies and organizations; provides staff assistance to others as needed.
- Address complaints including but not limited to, employee, District programs, student programs/uniform complaint procedures.

- Oversee Child Welfare and Attendance policies and procedures, including but not limited to, expulsions, Student Attendance Review Board, and Assertive Discipline.
- Oversee District Athletic programs.
- Plan, develop, and implement MTSS by delegating responsibilities to direct reports credentialed in these areas, with support and accountability.
- Attends to other duties as assigned by the Superintendent.

PERSONAL QUALITIES

- Demonstrated effectiveness in application of the principles of educational management with emphasis in development, supervision and evaluation of instructional staff and programs.
- Demonstrated effectiveness in design and utilization of management information systems.
- Demonstrated interpersonal and team building skills and ability to work harmoniously and effectively in problem solving and conflict situations.
- Demonstrated ability to communicate effectively both in written form and orally.
- Demonstrated ability to compile and write clear, concise District policies and procedures consistent with current law and the needs of the District.
- Ability to work under pressure and able to multi-task.
- Evidence of vision and sensitivity in alignment and utilization of human and fiscal resources to implement educational and technology programs which are consistent with District, State and Federal law and community needs.
- Satisfactory recommendations from a training supervisor or other professional who has observed the candidate's personal characteristics, scholastic achievement, and job-related performance.
- Collects, analyzes, and presents complex technical data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations.
- Knowledge of applicable laws, codes, District policies, rules and regulations related to assigned activities.
- Knowledge of curriculum and instruction design and delivery systems, including audit and evaluation processes which determine process effectiveness.

REQUIRED QUALIFICATIONS:

Education and Experience:

- CLAD, Bilingual, or Cross-cultural authorization
- Proficiency in student information systems, excel, word and related programs.
- A minimum of three years of district or school site level administrator experience at the elementary or secondary school level.
- A minimum of four years of successful, full-time public school classroom teaching experience, and four years of successful, full-time administrative or supervisory experience.
- Credit for a year of experience: must be employed 75% or more of a school year under an employment contract. Note: The above-mentioned years of experience must be completed no later than the start date for the position.
- Preferred: Master's Degree from a recognized college or university

Licenses, Certifications and other Requirements:

- A valid California teacher credential. A valid California Administrative Services Credential
- Valid California Driver's License and proof of automobile insurance

WORKING CONDITIONS:

Physical Demands: 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.

- Maintain a positive office environment.
- Maintain a California Driver's license. Ability to drive a vehicle to conduct work.
- Sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Work Year: 225 Days

FLSA Status: Exempt

Board Approved: May 23, 2023