

## **Assistant Superintendent of Educational Services**

for Amador County Unified School District and Amador County Office of Education

### **REPORTS TO:**

The Assistant Superintendent of Educational Services reports directly to the Amador County Unified School District Superintendent.

### **BASIC FUNCTION / JOB DESCRIPTION:**

Under the general direction of the Superintendent, provides leadership for the Educational Program of the District and County Office of Education. The Assistant Superintendent of Educational Services is responsible for a continuum of educational learning, assessment, and support that includes addressing the needs of all students (special education, ELD, Title I, CTE, etc.) and preparing students for an innovative and creative future for the 21<sup>st</sup> Century.

### **ALSO SERVES AS THE FOLLOWING FOR BOTH THE COUNTY OFFICE OF EDUCATION AND THE UNIFIED SCHOOL DISTRICT:**

Director of Career, and Technical Education Services

Director of Research and Evaluation Services

Director of Instructional Media Services

Director of State Categorical Programs

Director of Federal Categorical Programs

Director of ROP Services

Director of Accountability

Instructional Materials Coordinator

Williams Coordinator

Library Coordinator

Carl Perkin's Coordinator

### **EXPECTED KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of national, state and local educational goals and objectives.
- Knowledge of learning theory, program planning, curriculum development, and management of instructional programs.
- Knowledge of statutory and regulatory requirements in area of responsibility.
- Ability to interpret and implement laws, rules, and policies.
- Ability to supervise people. Ability to plan and present information to a variety of audiences.
- Ability to facilitate various size groups using facilitative leadership skills.
- Skills in written and oral communication, planning, and organization.
- Knowledge of current educational trends, methods, research, and technology.
- In-depth knowledge of assigned curriculum, program, and service area.
- Ability to collect, analyze and interpret data.

- Ability to work collaboratively with others.
- Ability to create and facilitate administrative, teacher and staff professional development

## **ESSENTIAL FUNCTIONS:**

### **Communication**

- Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision making process.
- Work closely with administrators for elementary and secondary schools to support school improvement initiatives and processes.
- Maintain communication with other agencies and school districts to share and receive information on effective programs and practices.
- Report on the status of curriculum and instructional programs and services, including assessment and evaluation information, at the request of the Superintendent.
- Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.

### **Critical Thinking**

- Initiate the development of programmatic goals and instructional objectives on a District wide basis within the scope of School Board policy, administrative direction, assessed student needs, and operational constraints.
- Assist in organizational analysis and development.
- Assist in the development of policies and administrative guidelines for curriculum and instructional services.
- Assist in the preparation of the School Board meeting agenda.
- Establish a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.
- Complete plans and applications as necessary.
- Use technology effectively.

### **Proactive Orientation**

- Provide leadership, oversight, and direction for the overall activities of planning all District instructional and non -instructional support programs.
- Provide leadership for school improvement.
- Exercise proactive leadership in promoting the vision and mission of the District and COE.

### **Facilitation**

- Provide oversight and direction for cooperation planning with other agencies.
- Provide leadership for the articulation among all instructional levels as well as among basic, exceptional, and career/technical programs.
- Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

- Provide leadership for a collaborative team to ensure that curriculum and instructional initiatives are student focused and aligned with the District and COE's mission and beliefs and school goals and improvement plans.

### **Continuous Improvement**

- Set high standards of performance for self and others.
- Keep well informed about current trends in curriculum and best instructional practices.
- Attend meetings and conferences that promote professional growth and will benefit the District and COE.
- Promote and support professional development for self and others.

### **Technical/Professional Knowledge**

- Assure that instructional practices, techniques, and methodology are aligned with District curriculum, policies, philosophies, and applicable laws.
- Review and revise instructional policies and administrative regulations, District-wide assessment programs and provides leadership for continued refinement of assessment policy, practices, and guidelines Direct the overall development, coordination, implementation and evaluation of all District curriculum and instructional support programs.
- Direct and supervise the development and implementation of District performance standards and State Standards.
- Oversee the summer school program.
- Direct and supervise the development, revision, and implementation of the LEA Plans.
- Provide leadership in identifying and acquiring appropriate teaching materials, textbooks, and equipment.
- Assist with the development of educational specifications and school design.
- Oversee the grant proposal development process.
- Oversee accreditation process.
- Assist in interpreting programs, policies, and philosophy of the District and COE to staff, students, and community.
- Assist with the recruitment, selection, and placement of instructional and administrative personnel.
- Supervise assigned personnel, and conduct annual performance appraisals.
- Assist in development of all school plans.
- Assist in the preparation for collective bargaining negotiations.

### **Constancy of Purpose**

- Maintain good public relations with parents, business, and community groups to provide information and receive feedback.
- Serve as liaison between the State Education Department and the instructional staff of the District and COE in communicating and planning program requirements of state statutes.
- Exhibit confidence and commitment to the vision and mission of the District.
- Serve as the Instructional Leadership Team lead.
- Serve as the Parent Advisory Committee lead.

- Perform other incidental tasks consistent with the goals and objectives of this position.
- Serve as a district representative at emergency shelters as determined by the Superintendent.

### **Managerial**

- Monitor all curriculum and instructional services.
- Prepare or oversee the preparation of all required reports.
- Assist in the development of the District budget and manage the curriculum and instructional services budget.
- Oversee the planning and implementation of the District's staff development program.

### **Decisiveness**

- Provide for the design of professional development assistance plans for curriculum and instructional services.
- Make and share decisions in a timely manner.
- Respond quickly to school needs and concerns.
- Respond immediately to emergency situations.
- Provide relevant information and data to others in a timely manner.

### **SUPERVISE:**

- Principals
- Director of Student Services
- District Teachers on Special Assignment
- District Instructional Coaches
- School Counselors

### **MINIMUM REQUIREMENTS**

5 years teaching experience, progressively increasing Leadership experience, valid General Administration, Standard Administration or Administrative Services Credential with appropriate basic credentials, and Masters degree.

### **WORKING CONDITIONS**

ENVIRONMENT: Office environment.

### **WORK DAYS AND PAY RANGE**

The work year of the Assistant Superintendent shall be 222 days.  
Salary: Level VII of the Administrative Salary Schedule.