



ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES

Revision Date: 09/12/18

BRIEF DESCRIPTION OF POSITION

Under the supervision of the District Superintendent, plans and directs the educational and instructional programs of the District, coordinates and interprets the curriculum through appropriate district office staff and school principals and coordinates an evaluation process for all programs, oversees the district's student services, core instructional program, learning supports/instructional technology, special education, English learner, and career technical education programs.

MAJOR DUTIES AND RESPONSIBILITIES

A. Curriculum and Instruction

1. Evaluates, refines, and recommends course of study revision, and alignment to the University of California requirements. E
2. Coordinates the development of new courses and revision and/or deletion of existing courses. E
3. Directs the implementation of Board approved curricula. E
4. Coordinates the efforts of the District Curriculum Committee and District English Learner Advisory Committee. E
5. Prepares future need projections for educational programs. E
6. Directs textbook and library inventory, selection, procurement, and distribution. E
7. As directed, serves as liaison in curriculum concerns with the county office of education, feeder elementary schools, colleges, and universities. E
8. Assists in the implementation of those Board goals and objectives related to curriculum and instruction. E
9. Assures compliance of Board Policy and recommends revisions in a timely manner.

B. Educational Programs

1. Coordinates and provides leadership to federal Title programs, state granted programs and the special programs and services of the District. E
2. Develops and coordinates the educational needs assessment of the District. E
3. Provides regular accountability progress reports on the District's educational programs to staff and to Board of Trustees as requested, including subgroup data. E

C. Other

1. Leads the district LCAP (Local Control Accountability Plan) process, including the alignment of applicable fiscal and human resources to the LCAP goals, gathering stakeholder input and ensuring all LCAP services are aligned to the district board goals, as related to the provision of strategic supports for students to close the achievement gap. E
2. Leads the development and implementation of the district MTSS (Multi-Tiered Systems of Support) to support the district board goals for the equitable provision of resources and supports to close the achievement gap. E
3. Coordinates and supervises the efforts of the Learning Support and Information Technology Department as aligned to the district educational goals. E
4. 2. Directs studies of graduation requirements and prepares recommendations for revision of graduation requirements. E
5. Files required reports with county, state, and federal agencies as required. E
6. Provides leadership in reviewing and revising those Board policies related to curriculum, instruction, and student services. E
7. Provides input and recommendations related to the educational program and instructional goals to the district negotiations process. E
8. Other duties as assigned.

REQUIREMENTS

WORK YEAR: Certificated Management Work Year

CREDENTIAL: Current valid secondary teaching credential; current valid administrative credential.

EDUCATION: Master's degree or equivalent.

EXPERIENCE: Five years of successful secondary teaching; three five years of full-time experience in administration, including site administration. Principal experience (preferred). Bilingual (Strongly preferred).

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance