

ASSISTANT SUPERINTENDENT, SECONDARY INSTRUCTION

DEFINITION:

Under the supervision of the Superintendent, assumes responsibility for the instructional leadership and management of operations in the middle, high, and alternative schools, grades 6-12. Specific responsibilities include curriculum, instruction, assessment, communication, due process, safety, extra-curricular activities, professional staff development, and guidance services. Actively participates in the formulation and implementation of education code provisions and board policies; provides direction in establishing liaison with students, parents, community, higher education, County office of education, industry partners, and education consortiums.

QUALIFICATIONS:

Experience: A minimum of five years teaching experience, five years school administrative experience and experience in secondary curriculum development

Education: An advanced degree from an approved institution is preferred

Credential: Must possess an appropriate administrative credential

Other: Valid California driver's license

KNOWLEDGE OF:

- Curriculum State Standards and best instructional practices across subject areas
- Education Code, district policies, district goals, district procedures, federal regulations related to education
- Research based and successful secondary program implementation, inclusive of AP, IB, CTE, EAP, online coursework, at-risk student interventions, college articulation, transitional IEPs
- Leadership and communication styles to address and meet the needs of various school and community stakeholders
- Effective management of school operations
- Technology applications relative to education and administration
- Personnel practices and interpersonal relations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make recommendations to the superintendent regarding programs, policies and procedures for secondary programs and schools
- Head and coordinate committees responsible for the development, implementation, and evaluation of educational goals for grades 6 – 12
- Lead the effort to design state standards based curriculum supplementary materials, courses of study, and best instructional practices for students in grades 6-12, inclusive of all ability levels and district programs
- Foster an environment that encourages principals and staff to be innovative with designated pathways, specialized programs, integrated and relevant curricula, and effective assessments
- Design and implement professional staff development
- Create a safe and appropriate learning environment at each secondary school for students and staff
- Oversee the continuity of grade level curricula and assessments, as well as articulation of courses and programs between elementary, middle, high, and postsecondary
- Monitor district-wide program and grant budgets for secondary education

ASSISTANT SUPERINTENDENT, SECONDARY INSTRUCTION (Continued)

- Implement District and Board approved curriculum, instruction, and assessments
- Supervise, mentor, and evaluate principals and other personnel in accordance with the District's adopted guidelines and procedures
- Assist principals in the development of the school master schedule and registration process
- Assist the general planning organization and management of the District
- Communicate orally and electronically with superintendent, board members, staff, students, parents, industry partners, and community members for purposes of conveying information, receiving feedback, and participating in thoughtful discussions
- Assist principals in managing school administrative functions (e.g. facilities, equipment, fiscal, technical, food services, student body accounts, supervision schedules, negotiated agreements) to maintain safe and efficient school operations, following policies and procedures
- Develop advisory committees (e.g. Curriculum, Safety/SRO, Career Technical Education, School Improvement) to coordinate activities, promote communication, and achieve District outcomes
- Administer and oversee promotion/graduation, acceleration, retention, interventions, CTE, grants, lead teachers, counselors, school resource officers, testing and assessment (secondary), attendance and due process, and summer school
- Provide and oversee due process for students on a case by case basis
- Assist in the development/writing of board policies and grants
- Serve as a member of the superintendent's executive staff and attend all regular meetings of the Board of Education
- Perform other duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer, drive a vehicle.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations. speak in an understandable voice with sufficient volume to be heard at a normal conversational distance, on the telephone, and in addressing groups; physical, mental and emotional stamina to endure long hours sometimes under stressful conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.