

ASSISTANT SUPERINTENDENT, ELEMENTARY INSTRUCTION**DEFINITION:**

Under the supervision of the Superintendent, assumes instructional leadership and management of Preschool through 6th grade, for coordination of curriculum, assessment, communication, due process, safety, professional staff development and for other services provided in District elementary schools. Coordinates with the Assistant Superintendent of Secondary Instruction for 6th grade articulation to middle schools. Actively participates in the formulation and implementation of education code and board policies..

QUALIFICATIONS:

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

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:

- District goals policies and procedures
- Education code and federal regulations related to education
- Personnel practices and interpersonal relations
- Curriculum development, instructional practices, and state standards
- Special education and other programs
- Effective management of school operations
- Technology applications relative to education and administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop, evaluate, and make recommendations to the superintendent regarding programs, policies and procedures for the operation of grades Preschool through 6th grade, including the implementation of state and federal mandates related to assigned programs.
- 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
- Assist principals with maintaining and enhancing the relationship between parents and teachers, principals and teachers, and principals and parents.
- Develop and evaluate methods for assisting school site staffs in meeting the differing educational needs of students.
- Develop and administers policies, procedures, and programs relating to curriculum development and related instructional services for the elementary schools and programs of the District.
- Direct the development of curriculum materials, courses of study, and instructional practices for all grade levels and subject matter fields in the elementary schools and programs of the District.
- Oversee the continuity and consistency in curriculum objectives from grade-to-grade and among the elementary schools, including articulation between preschool, elementary, and secondary.
- Develop with staff new educational programs and practices in order to improve effectiveness of the teacher-learning situations in the school district.

ASSISTANT SUPERINTENDENT, ELEMENTARY INSTRUCTION (Continued)

- Design and implement professional staff development activities and programs for elementary schools.
- Implement elementary California state curriculum standards in all subject matters, grades P-6, inclusive of all ability levels and district programs
- Develop, implement, and maintain management plans for administration of specific programs, (i.e.: Preschool, School Improvement, After School, Title I, Categorical programs/grants, GATE, IMC, Testing, Lead Teachers, etc.)
- Monitor the accomplishment of program goals and objectives
- Administer the organization of curriculum and other committees necessary for the instructional programs.
- Develop the plan and implements the elementary summer school program, as well as the promotion, acceleration, and retention programs
- Assist in the development/writing of board policies
- Serve as a member of the Superintendent's executive staff and attends all regular meetings of the Board of Education
- Assist in the general planning, organization, and management of the District
- Evaluate the work and administrative performance of principals and other personnel in accordance with the District's adopted guidelines and procedures
- Perform other related duties as assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions 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.