

LEMOORE UNION SCHOOL DISTRICT
Human Resource Division

Assistant Superintendent
Job Description

DEFINITION:

The Assistant Superintendent is directly responsible to the Superintendent.

The Assistant Superintendent plans, organizes, and directs curriculum and instructional programs, as well as all state and federal education programs in the District. Provide leadership in instruction, policy planning and implementation, program development and professional development. Monitor management and school compliance with District philosophy, goals, and objectives in relationship to curriculum and instructional methodology and practices.

Coordinate, supervise and monitor the District's categorical, supplemental and specified grant programs. Provide direct assistance to site administrators regarding the proper and effective implementation of categorical and supplemental programs.

REQUIRED QUALIFICATIONS:

Skill and Ability to:

- Plan, organize, and administer the educational program of the District.
- Establish and maintain effective working relationships with the staff and the public, to speak and write effectively, and to plan, organize, and supervise the work of others.
- Implement educational strategies based on evaluation and assessment data.
- Exercise judgment and discretion in interpreting, communicating, applying and explaining rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction.
- Prioritize, plan and organize work effectively to meet schedules and timelines.
- Demonstrate leadership and organizational ability.
- Direct and monitor categorical, supplemental and other designated programs;
- Provide direction and assistance for program improvement and compliance;
- Promote the District philosophy, goals, objectives, and policies and procedures;
- Assist development and manage budgets for assigned programs and areas of responsibility;
- Advise the Superintendent and Board in areas of designated responsibility;
- Provide leadership and assistance to other staff respective to categorical and supplemental programs;
- Represent the District in a positive manner throughout the community;
- Communicate effectively and maintain cooperative and positive relationships with personnel and community members contacted in the course of work.

Knowledge of:

- Effective curricular and instructional practices for grades kindergarten through eight;
- Applicable laws, codes, regulations, policies and procedures
- Budget development and management processes;

- Categorical and supplemental instructional programs, policies and regulations;
- Educational leadership strategies necessary for promotion of school improvement;
- Budget and compliance provisions for Consolidated Application and supplemental education programs;
- Program evaluation procedures;
- Designing and delivering professional staff development and coordinating people and programs.
- Multiple data resources for obtaining student demographic and achievement data utilized for comparability reports and analysis
- Working knowledge of the Professional Learning Community philosophy and processes

Education and Experience:

- Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:
 - Masters Degree
 - Five years successful multi-level K-8 school teaching experience and five years successful administrative experience at school and/or district level.

Credentials:

- A valid California Administrative Service Credential.

ESSENTIAL FUNCTIONS:

- Guides the development, implementation, and evaluation of curriculum and instruction program; implementation, orientation, and evaluation of staff development and training programs for District personnel;
- Studies, evaluates, and directs the district selection, adoption, and purchase of instructional materials, methods, and programs;
- Assists in budget preparation for newly adopted instructional programs as related to instructional supplies, equipment, materials;
- Reviews and recommends budgets required by the Curriculum Department to maintain the District educational program;
- Reviews and revises District instructional policies and administrative regulations;
- Conducts executive planning in curriculum development in all areas of District programs and services related to curriculum and instruction;
- Works with site administrators and teacher committees in organizing and coordinating grade level and departmental meetings, with the goal of continuity and articulation of the District instructional programs;
- Oversees the implementation of state adopted standards and frameworks to insure that instructional leaders have the most up- to- date information.
- Prepares grant proposals and coordinates the recruitment of hiring of consultants as needed.
- Supervises and evaluates the implementation of programs and grants
- Coordinates with the Technology Department and related staff to provide leadership in the identification, design, dissemination, implementation, and evaluation of student data as well as promising best practices
- Prepares presentations and reports for the Superintendent and Board of Trustees

- Maintains current knowledge of all legal requirements of state and federal categorical and supplemental education programs;
- Directs the preparation and submission of the Consolidated Programs Application;
- Leads development of the categorical program plan and budget guidelines for state and federally funded categorical and supplemental programs;
- Establishes timelines and procedures for planning, implementing and evaluating categorical, supplementary, and other designated programs;
- Monitors program budget expenditures and maintains compliance with state and federal regulations or specially funded grant requirements;
- Provides school site administrators with information and training related to state and federal audits and evaluation procedures;
- Responsible for completing, maintaining and submitting all reports and documents required by state and federal funding agencies, or specially funded grant agencies.
- Responsible for coordinating and supervising supplemental educational programs;
- Coordinates district-wide assessment and evaluation processes as assigned;
- Provide support for all staff including teachers, administrators, and support personnel, including assistance in improving parent and community involvement;
- Perform other duties or assume other responsibilities as assigned by the Assistant Superintendent.

WORKING CONDITIONS:

Environment:

- Office Environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations;
- Sitting or standing for extended periods of time;
- Vision sufficient to read complex printed materials and monitor financial data.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Employment: 220 days

Board Approved: March 11, 2014