San Leandro Unified School District
Job Description

Deputy Superintendent of Educational Services

DEFINITION:

Under the direction of the superintendent, provides overall leadership for the district's curriculum, instruction, assessment and professional development for the prekindergarten through adult programs. Oversees all aspects of the Educational Services Division, including the departments delivering services for Special Education, student support, curriculum and instruction, assessment, and technology. Works directly with all site administrators to support their role as educational leaders. Provides overall guidance and direction to the organization as a whole in the implementation of a standards-based accountability system, which provides equitable learning opportunities for all students. Directs and supervises the work of directors in the Educational Services Division.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Advises the board in its development of philosophy, goals, objectives, and policies related to district curriculum, instruction, professional development and other educational support services.
- Supervises, evaluates and provides ongoing support for principals.
- Plan and conducts ongoing professional development for certificated and classified management.
- Plans and facilitates systems level work as it relates to implementation of a prekindergarten-adult standards-based accountability system.
- Plans and supports the work of the board as it relates to all levels of curriculum, assessment and professional development.
- Represents the Educational Services Division on a variety of board committees such as curriculum, policy, facilities, finance.
- Attends all board meetings and regularly makes presentations related to the Educational Services Division.
- Represents the district to a variety of business and community organizations.
- Oversees all program design, implementation and evaluation as it relates to all aspects of Educational Services including curriculum, instruction, assessment, Special Education, student services, student health and wellness, and technology.
- Facilitates overall implementation, monitoring of, and revision to the district's strategic plan.
- Provides direction, ongoing support and monitoring as it relates to the progress of under-performing and program improvement schools.
- Oversees the development and monitoring of the educational services budgets.
- Oversees development and evaluation of charter schools.
- Reviews all applications for grants and categorical programs, and serves as the primary contact for implementation and reporting requirements.
- Hearing officer for parent complaints related to Educational Services, including the school sites, categorical programs, Special Education programs, and Student Support Services.
- Hears appeals and provides guidance to sites regarding implementation of the District's promotion, retention and graduation policies.
- Provides information and articles for a variety of district level communications regarding curriculum, instruction and professional development,
- Supervises and coordinates the work of the directors in the Educational Services Division.
- Represents the district at appropriate meetings related to the educational mission of the district, including city and community meetings, inter-district and inter-agency meetings, county, state and federal level meetings.
- Supports the superintendent as a member of the superintendent's team and a co- leader of cabinet and district leadership teams.

- Regularly reports on all matters related to the Educational Services Division to the board, administrators, teachers, parent and community groups and organizations.
- Advises and provides recommendations to the district's negotiator about contract issues related to the educational functions of the district.
- Completes other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Pedagogy and instruction
- Basic computer skills
- Interpersonal skills
- Current educational research, pedagogy, and instruction
- Current educational programs most widely implemented in K-12 California schools
- Applicable laws, codes, regulations, policies and procedures
- District organization, operations, policies and objectives
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Lead the development of curriculum, assessments, and program evaluation.
- Provide staff development to classified and certificated staff and administrators,
- Develop and manage a wide variety of budgets, including those for state and federal categorical programs, and grants.
- Develop, implement and monitor both short and long range plans at a variety of levels in the system,
- Write, obtain and manage grants.
- Lead using strong facilitation skills.
- Communicate using excellent verbal and written communication skills
- Use technology proficiently including a variety of hardware and software applications.
- Perform effectively in a fast paced work environment
- Maintain collaborative relationships with department and school level staff
- Supervise and evaluate the performance of assigned staff
- Demonstrate leadership, management skills, and team building capacity
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Direct the maintenance of a variety of reports and files related to assigned activities
- Work independently and with direction.
- Plan and organize work and the work of employees
- Follow oral and written instructions

EDUCATION AND EXPERIENCE:

- Master's Degree in Education, Educational Leadership, or equivalent
- Minimum of five years teaching experience
- Minimum of five years experience as a site administrator,

- Minimum of two years of district level administrative experience preferred in an area related to educational services,

LICENSES AND OTHER REQUIREMENTS:

- State Administrative Services Credential
- State Teacher's Credential
- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 222 Days

WORKING CONDITIONS:

Office environment. Occasional work in school, classroom, and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	3		Lift/carry 0-10 lbs	3
Twist	3		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	2
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	2		Walk	3
Grip/Grasp	2		Sit	3
Extend/Flex Neck	3		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4