JOB DESCRIPTION

San Leandro Unified School District

Assistant Superintendent of Educational Services

Purpose Statement

The job of Assistant Superintendent of Educational Services is done for the purpose/s of managing the overall delivery of the curriculum program and related services for prekindergarten through adult programs; overseeing all aspects of the Educational Services Division, including the departments delivering services for Special Education, student support, curriculum and instruction, assessment and technology; serving as a resource to others and providing overall guidance and direction in the implementation of a standards-based accountability system; and serving as an integral member of the Superintendent's Cabinet.

This job reports to Superintendent

Essential Functions

- Advises the Board in its development of philosophy, goals, objectives and polices for the purpose of supporting the work of the board as it relates to all levels of curriculum, assessment, instruction, professional development and other educational support services.
- Attends all Board meetings for the purpose of making presentations and regularly reporting on matters related to the Educational Services Division.
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; developing long and short term plans; and addressing organizational objectives.
- Conducts ongoing professional development for certificated and classified management for the purpose of providing information on current trends, educational regulatory changes, and implementation of a standards-based accountability system which provides learning opportunities for all students.
- Develops programs for managing curriculum content, textbook adoption, school improvement plans, etc. for the purpose of facilitating systems level work as it relates to implementation of a prekindergarten-adult standards based accountability system.
- Monitors division operations, programs, budgets, and related activities (e.g. evaluation of charter schools, educational services budgets, district's strategic plan, progress of under-performing and program improvement schools, etc.) for the purpose of ensuring that objectives are attained within budget and in compliance with regulatory requirements, established polices and operational procedures.
- Oversees all program design, implementation and evaluation as it relates to all aspects of Educational Services (e.g. curriculum, instruction, assessment Special Education, student services, student health and wellness, technology, etc.) for the purpose of achieving organizational objectives that provide equitable learning opportunities for all students.

- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. textbook adoption, curriculum, policy facilities, finance, professional growth, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of representing the Educational Services Division, identifying issues, developing recommendations, providing training and conveying and/or gathering information required to accomplish goals and objectives.
- Performs a variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Prepares a wide variety of documents, articles and presentation materials, independently and/or through delegation to other personnel for a variety of district level communications regarding curriculum, instruction and professional development (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information for the implementation and maintenance of services and/or programs.
- Provides recommendations to the district's negotiator for the purpose of advising the negotiator about contact issues related to the educational functions of the district.
- Represents the district at appropriate meetings (e.g. city and community meetings, inter-district and inter-agency meetings, county, state and federal level meetings, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting the educational mission of the district.
- Reviews all applications for grants and categorical programs for the purpose of serving as the primary contact for implementation and reporting requirements.
- Serves as the hearing officer for issues involving staff, conflicts in policies and regulations, community concerns, categorical programs in special education, and parental concerns/requests that may result in some negative impact and/or liability if not appropriately addressed for the purpose of identifying relevant issues and recommending or implementing a plan of action to efficiently resolve the issue.
- Supervises and evaluates division directors and school principals for the purpose of providing ongoing support, monitoring performance, providing for professional growth and achieving overall objectives of district's curriculum.
- Supports the Superintendent for the purpose of serving as a member of the superintendent's team and a co-leader of cabinet and district leadership teams.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience	Job related experience within a specialized field with increasing levels of responsibility is required.
Education	Masters degree in job-related area.
Equivalency	Master's Degree in Education, Educational Leadership or equivalent.

Required Testing

Certificates

Administrators Credential
State Teacher's Credentials

Continuing Educ./Training

Clearances
Criminal Justice
Fingerprint/Background Clearance
TB Screen
Valid CA State Driver's License &
Evidence of Insurability

FLSA Status	Approval Date	Salary Range
Exempt	Pending June 12, 2018	Per Salary Schedule