

**ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES****Job Summary**

Under the direct supervision of the Superintendent, the Assistant Superintendent - Educational Services develops curricular programs mandated by the California Department of Education; provides guidance to instructional staff; monitors alternative education and special education programs; evaluates instructional assessment of the District; and performs related work as required.

**Qualifications Required**

- Masters Degree or Doctorate from an accredited university
- Clear Administrative Services Credential
- Five or more years successful teaching experience
- Four or more years successful administrative experience at a school site
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CJUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

**Knowledge and Ability**

1. Knowledge of State adopted and District approved curriculum and associated frameworks in grades TK-12
2. Knowledge of current research regarding curriculum and instruction
3. Knowledge of various types of assessment tools
4. Knowledge of laws and regulations governing the use of standardized and non-standardized assessment tools and the implementation of curriculum
5. Knowledge of Career Technical Education resources and best practices
6. Ability to acquire current research regarding curriculum and disseminate the information
7. Ability to compile statistical data and generate reports from standardized and non-standardized assessment sources
8. Ability to design and deliver effective professional development, including modeling of lessons, to improve teacher competence and capacity
9. Ability to supervise and evaluate classified and certificated personnel
10. Ability to access a wide variety of resources for instructional and professional use
11. Ability to present information in a clear, concise manner, both in oral and written format
12. Ability to maintain cooperative and effective relationships with those contacted in the course of work
13. Demonstrate leadership and organizational ability, while working independently with little direction
14. Knowledge of curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness
15. Ability to promote conflict resolution strategies and procedures
16. Ability to use interpersonal skills using tact, patience and courtesy
17. Ability to establish and maintain cooperative and effective working relationships with others
18. Ability to plan, direct and coordinate curriculum and best instructional strategies
19. Ability to plan and organize work to meet schedules and timelines

**Essential Functions of this position, which include, but are not limited to, the following:**

1. Directs the implementation of state standards, frameworks and best instructional strategies
2. Responsible for the adoption and implementation of the District curriculum program and related instructional materials
3. Responsible for the coordination and operation of curriculum support programs in fine arts and physical education
4. Communicates and collaborates with principals, other administrators and personnel to strengthen the instructional programs at the school sites

**ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES**

5. Plan and conduct periodic meetings with Curriculum team (Principals, Coaches and School Leadership Team members)
6. Work with principals and teachers in organizing and coordinating grade level and departmental meetings, in order to affect continuity and articulation of the instructional program throughout the District
7. Plan, facilitate and monitor Principal summits
8. Confer with and assist site administrators in curricular and instructional site needs
9. Analyzes data with principals to promote student achievement and determine the effectiveness of instructional programs, initiatives, assessments, report cards, district professional development and support strategies.
10. Coordinate the training and utilization of academic coaches, literacy coaches and technology coaches
11. Oversee and monitor effectiveness of regular instructional programs, instructional strategies and curricula of the District
12. Provide coaching and modeling to teachers in classroom management, student assessment, lesson design and instructional delivery
13. Plan, implement and monitor District improvement strategies including Instructional Rounds, PLC's and Cycle of Inquiry
14. Plan and implement New Teacher Orientation
15. Supervise and evaluate the District's New Teacher Induction program
16. Assist Human Resources with evaluation process, hiring and dismissal of staff
17. Monitor and evaluate recommendations for class sizes in relationship to budgets
18. Contribute as District representative in negotiations
19. Prepare and present reports to the Superintendent and the Board of Trustees as directed
20. Coordinate and facilitate the District textbook review, adoption and acquisition process
21. Coordinate and facilitate the planning, development and implementation of the District's professional development
22. Oversee and monitor instructional use of technology at the schools
23. Assists with planning, developing and implementing the District's Local Control Accountability Plan (LCAP) and Federal Addendum, along with other plans and documents required by the California Department of Education
24. Revise, update and change graduation requirements and recommend new high school courses of study for approval of Board of Trustees
25. Develop and maintain department budgets
26. Develop and monitor a District Writing Program
27. Monitor miscellaneous grants
28. Coordinates district-wide assessment and evaluation processes as assigned
29. Serves as the District liaison for Foster Youth, Homeless Youth and SARB
30. Coordinates library services and support for site librarians
31. Supervises and oversees the Alternative Education Program
32. Plan, coordinate, and monitor summer school programs
33. Oversee and monitor intersession programs and afterschool programs
34. Supervise and evaluate any assigned staff
35. Perform other related duties as assigned by the Superintendent

**Physical Requirements of this position, which include, but are not limited to, the following:**

1. Mental acuity to effectively manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of tasks.
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time.
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.

**ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES**

6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone.
7. Physical agility to lift, bend, stoop, and to reach overhead.
8. Facility to drive a car.

**Working Conditions**

- Continuous sitting, reading, writing and typing
- Continuous hand-eye coordination and manipulation of large and small object
- Frequent standing and walking
- Occasional lifting of objects weighing up to forty (40) pounds
- Occasional twisting, reaching, stretching, pushing, pulling and dragging
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job