CERTIFICATED SERVICE JOB SPECIFICATION

JOB CLASS: ASSISTANT SUPERINTENDENT
LEVEL: I
POSITION TITLE: ASST. SUPERINTENDENT, EDUCATIONAL SERVICES

CLASS DEFINITION:

Positions within this class are characterized by assignment as chief assistant and staff officer to the Superintendent. Levels within this class are differentiated by virtue of the number of schools and programs served, and the level of education and experience required to perform the specifications of the assignment.

POSITION DEFINITION:

Under the general supervision of the Superintendent to serve as the chief assistant and staff officer in the area of curriculum and instructional services. To conduct the instructional services of the school district in conformance with the spirit and letter of the Educational Code, Political and Civil Codes of the State of California, the Rules and Regulations of the State Board of Education, and the Policies of the Westside Union School District. Recommend policy formulation and determine the functions to be performed by the instruction and curriculum division in the interest of the education welfare of the children in the community. Serves as a staff advisor to the board of Trustees; serves on the District Management Team and the District Negotiation Team. A District Assistant Superintendent may be selected by the Superintendent to serve as Deputy Superintendent. This position will serve as the acting chief administrator at the request of or in the absence of the Superintendent.

EXAMPLES OF DUTIES:

- Assist in the development, writing and revisions of school and/or support service management plans for curriculum and instructional services. Consult with principal, staff and support personnel, and monitor plan throughout the year. Assist with collection of assessment data, and evaluation of the plan. Present plan to Board of Trustees and Superintendent.
- Develop and present the fundamentals of Clinical Supervision for principals and district staff members. Conduct workshop activities, design forms, and develop master schedule in conjunction with principals for implementation of the clinical supervision model. Participate in post-observation and evaluation sessions as appropriate.
- Maintain regular periodic contact with Support Services personnel (IMC Specialist, Librarian, Music, Nurse, Psychologist, Speech). Monitor and evaluate performance throughout the year. Consult with principals regarding support services. Prepare year-end evaluation report for each support program for the Board of Trustees and Superintendent.
- Develop staff workshops for District personnel, and develop a management intern program.
• Assist staff in the implementation and evaluation of district special education (EMR-EH) programs. Monitor special education programs in conjunction with principal a minimum of once per semester. Participate as a member of the Admission and discharge Committee. Develop an expanded feasibility study on learning disability groupings. Prepare year-end evaluation report.
• Assist District staff in development, amendments and revisions of ECE - Title I school plans. Prepare necessary applications (A-127D) for the District. Serve as District AFDC representative. Assist local advisory committees upon request.
• Oversee the District’s Non-RIS program.
• Provide for Equal Opportunity in Classroom via District task force. Implement school site groups in conjunction with principals, develop schedule of training sessions and local schedules of observations. Develop evaluation document on the implementation of program.
• Sit on District Advisory Committee. In conjunction with Superintendent solicit memberships, organize and set meetings, publish minutes, and evaluate and report results to the Board of Trustees as appropriate, but not less than once a year.
• Promote public relations via district publications and input from schools. Set up public relations schedules of activities; maintain record of school related publicity; evaluate and establish future public relations goals; monitor school programs (taking pictures, writing articles for publications, Board presentation, etc.)
• Participate as a regular member of the District negotiation team and maintain a written record or proceedings.
• Serve as chairman of screening committee for teacher and support service openings. Monitor and/or direct evaluation and in-service activities for substitute teachers.
• Perform such tasks and assume responsibilities as may be assigned from time to time by the Superintendent.
• If selected as Deputy Superintendent will perform the duties of the Superintendent in the event of the Superintendent’s absence

EMPLOYMENT STANDARDS:

• Holds a valid and current California credential for administrative district level programs.
• Master’s Degree with graduate study in educational curriculum and administration; work toward a doctorate desirable.
• A minimum of five years of successful teaching experience.
• Demonstrated ability to lead and coordinate various groups in school affairs, human relations personnel management, curriculum development and instructional leadership.
• Demonstrated skills in planning and writing special projects in accordance with State and Federal guidelines.
• Successful teaching or administration of Federal and/or State program, e.g. ESEA, ECE, etc.

PHYSICAL ABILITIES:

___ Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines

Asst. Supt – Educational Services

Board Approved: 6-26-14
___ Able to conduct verbal conversation in English and other designated languages
___ Able to hear normal range verbal conversation (approximately 60 decibels)
___ Able to sit, stand, stoop, kneel, bend, walk
___ Able to stand in one space for sustained periods
___ Able to lift up to 20 pounds frequently and 50 pounds occasionally
___ Able to push and pull objects weighing up to 100 pounds
___ Able to exhibit full range of motion for shoulder external rotation and internal rotation
___ Able to exhibit full range of motion for shoulder abduction and adduction
___ Able to exhibit full range of motion for elbow flexion and extension
___ Able to exhibit full range of motion for back flexion
___ Able to exhibit full range of motion for hip flexion and extension
___ Able to exhibit full range of motion for knee flexion
___ Able to exhibit manual dexterity needed to operate a computer and other classroom and office equipment

SALARY SCHEDULE: Certificated Management
EVALUATED BY: Superintendent
EVALUATION REVIEWED BY: Superintendent or designee