

# CENTRAL SCHOOL DISTRICT

**Job Title:** Assistant Superintendent  
of Student Achievement & Educational Services

**Occupational Group:** Administration

**Reports to:** District Superintendent of Schools

**Work Year:** 219 days

**Board Approval:** 5/18/2000

**Revision:** 9/20/2012

**Revision:** 4/08/2021

---

## **DEFINITION**

Under professional direction, to plan, organize, direct and manage the District instructional services units, including responsibility for curriculum, instruction, testing, technology, summer school, state and federal projects, and staff development.

## **QUALIFICATIONS**

### **Education/Certification:**

- Possession of a valid California credential authorizing service as a school district administrator
- Possession of advanced degree from an accredited university or college, supplemented by training and coursework in curriculum development, and educational management and supervision
- Valid California Driver's License
- Department of Justice Clearance
- Current TB test with screening every 4 years to remain current
- Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

### **Experience:**

- Minimum of five (5) years successful classroom teaching experience;
- Minimum of two (2) years successful administrative experience as a site principal;
- Experience in Curriculum/program development and experience at District office level is desired;
- Minimum Master's Degree is required.

## **ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include but are not limited to the following:

- **Plan**, organize, and administer the District's instructional goals established by the Superintendent, Board of Trustees and District stakeholders.
- **Develop** the annual Local Control Accountability Plan (LCAP) and direct on-going requirements including informing and gathering input from all stakeholder groups, analyzing data, developing goals, actions and services surrounding the state priorities, and engaging the LCAP Advisory Committee and the District English Language Advisory Committee (DELAC) during the process.
- **Oversee** and supervise curriculum development, reform, and instructional materials selection with content and grade level committees and site administration.
- **Oversee** the maintenance and inventory of all instructional materials.
- **Provide** leadership and expertise in the implementation of standards-based curriculum, 21<sup>st</sup> century teaching and learning and advise the Superintendent accordingly.
- **Visit** classrooms and monitor instructional strategies; assist with the evaluation of site-level student progress and provide visible educational leadership in schools and the broader community.

- **Direct** the interpretation of current research and integration of educational technology into curriculum and learning as it applies to District and school programs, facilitate meetings and training for District technology support staff.
- **Coordinate** all aspects of the District student assessment program; assist staff in using appropriate assessment instruments to monitor student progress and develop data-based instructional plans; update reporting practices; report student performance results to the Board of Trustees.
- **Provide** leadership in school improvement processes, programs, systems, including assisting principals in analyzing individual school's strengths and weaknesses during the development of LCAP aligned School Plans for Student Achievement (SPSA).
- **Monitor** coherence in student learning through continuous alignment of standards, assessment, accountability, and intervention practices through a multi-tiered system of supports (MTSS).
- **Plan**, organize, and implement, with and through staff, a data informed District-wide staff development program which will result in improved performance and productivity.
- **Oversee** all Federal and State categorical programs and special projects.
- **Provide** leadership in ensuring a clearly defined plan for instructing English Language Learners; including coordination with support staff.
- **Oversee** student programs including: Gifted and Talented Education (GATE), English Learners, Elementary Music, Elementary P.E., Transitional Kindergarten and Enrichment Programs.
- **Coordinate**, prepare, and publish the Local Indicators on the CA Dashboard as indicated by relevant data.
- **Coordinate** regularly scheduled District parent engagement opportunities that include: District English Language Advisory Committee (DELAC), G.A.T.E. Parent Advisory, and Local Control Accountability Plan (LCAP) Advisory Group; foster a strong home-parent-school relationship that benefits all children through parent partnerships and parent education opportunities.
- **Supervise** and evaluate the performance of assigned staff; interview and select employees.
- **Meet** with Cabinet members and provide leadership that promotes collaborative planning, innovative thinking and exemplary programs and services throughout the district.
- **Attend** board meetings; prepare reports and presentations that reflect Board Policy and LCAP mandates or as indicated by Board Agenda.
- **Perform** other duties as assigned.

### **WORKING CONDITIONS**

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer terminal; employee may be exposed to communicable diseases, blood borne pathogens exposure and anti-social/hostile behavior; subject to driving from site to site.

### **PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.