

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

DEFINITION OF POSITION

The Assistant Superintendent of Educational Services plans, develops, coordinates, and evaluates the instructional program and curriculum for the District, and reports directly to the Superintendent. The Assistant Superintendent of Educational Services provides clear and effective leadership to ensure the district mission, goals, and policies are clearly communicated and implemented and that all students achieve academically with appropriate support. The Assistant Superintendent of Educational Services is responsible for improving student achievement by always considering equity, social justice, and inclusivity. This position leads and collaborates with the District team to design, research, and implement programs and services to meet the educational needs of all students. Additionally, the Assistant Superintendent of Educational Services ensures all instructional programs meet state and federal guidelines and are designed to ensure all students succeed. This position serves on the Superintendent's Cabinet and assists the Superintendent in the overall operation of and management of the District.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Serve as head of the Educational Services Division.
- Lead the improvement of academic achievement for all students.
- Promote the academic improvement of student sub-groups including English Learners, Low Income and Foster Youth students.
- Facilitate and lead the integration of Student Services, Special Education, and Educational Services to serve students in an Multi-Tier System of Supports environment with universal classroom interventions and supports.
- Interpret and explain District programs and policies to staff and community.
- Prepare, submit, implement and evaluate state and federally funded programs and grants and ensure they are in compliance at all times.
- Annually evaluate all direct reports regarding their effectiveness in carrying out their responsibilities and their capacity for growth and development, and provide constructive feedback to improve staff effectiveness.
- Assist the Superintendent with the administrator leadership development program.
- Empower school site leaders to make decisions that serve their students' needs based on multiple data sources.
- Counsel employees and parents regarding concerns which cannot be resolved at the site level, including handling Uniform Complaints.
- Develop, implement, and monitor processes for compliance, quality and fiscal accountability.
- Serve on the Superintendent's Cabinet and serve as a key leader to analyze, develop, coordinate, and implement strategic goals, budgets, state laws, Board of Education policies, and administrative regulations.

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- Regularly visit school sites and classrooms to ensure that the instructional program is progressing and to observe curriculum in practice; provide feedback to site leaders.
- Facilitate site and district development of the School Accountability Report Cards (SARC), School Plans for Student Achievement (SPSA), Local Education Agency plans, Local Control Accountability Program (LCAP) or new state accountability requirements, by organizing and coordinating advisory committees, gaining stakeholder feedback, utilizing state and local metrics, and board and county adoption processes.
- Prepare and maintain balanced budgets, and allocate funds according to student needs and state and federal mandates
- Assist the Superintendent in the coordination and preparation of the Board agenda and attend all regular and special meetings of the Board of Education; make and present reports on district programs as directed by the Superintendent.
- Identify and coordinate professional development and learning opportunities for District staff; ensure adequate training is provided to staff for any new educational process, procedure or initiative.
- Ensure that textbooks and instructional materials for all grades are ordered, available and in-use Districtwide.
- Perform other duties assigned by the Superintendent.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Research-based strategies and best-practices in classroom instruction.
- Large and complex educational systems and systems change.
- Principles, national and state trends and development of curriculum and instructional administration and management, including the Common Core State Standards, 21st Century Learning environments, Special Education, and English Learners.
- Current educational administration principles and practices, including site-based management, supervision, evaluation and training, deployment of staff, operations, functions and responsibilities, and the appropriate support services required to ensure operational and instructional effectiveness.
- School and district policies, rules and regulations.
- Program budget administration.
- State and Federal laws and regulations as they pertain to elementary and secondary education.
- Current and emerging research around teaching, learning and leading.

Ability to:

- Plan, organize, coordinate, supervise, and direct employees in a variety of complex professional and technical operations related to Educational Services and District Operations to build a high functioning cross-developmental team.
- Evaluate and set priorities in a constantly changing environment.
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and student academic growth.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive and clear reports; write both simple and complex correspondence, specifications and grant proposals.

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- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain positive working environments and open communication with District labor partners and administration.
- Provide a positive, collaborative work environment.
- Work independently and also with a team.
- Respond to phone calls, emails, and other correspondence in a timely manner to maximize effectiveness and minimize potential issues.
- Develop new policies and procedures in accordance with the needs of the District.
- Multi-task and work under stressful conditions and multiple deadlines.
- Establish and maintain effective and collegial working relationships with staff, students, district families and the community.
- Anticipate issues including changes in State or Federal practices and regulations, local or site issues, and recommend proactive measures to take.
- Modify practices and programs based upon evaluation data.
- Work effectively, cooperatively and respectfully with individuals from diverse backgrounds.
- Communicate positively and effectively, orally and in writing, with district staff, parents, students, and community partners in a manner that advances understanding and diffuses misunderstandings.
- Develop and support high quality, engaging materials to inspire and explain the educational work of the district.

EXPERIENCE/EDUCATION

- Bachelor's and Master's Degree in related fields
- Doctorate Degree (desired, not required)
- Bilingual (desired, not required)
- Valid California Administrative Services Credential
- Valid California Teaching Credential
- At least five years of successful teaching experience
- At least three year of successful administrative experience at the school or distinct level
- A proven track record of continued successful leadership in education

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read copious printed and electronic material.
- Sufficient hearing to conduct in person, telephone, and online platform conversations.
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices.
- Sit for prolonged periods of time.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

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WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, as well as school sites and classrooms.
- Travel to school sites.
- Hours may vary to meet district and student needs.
- Local and out-of-county travel may be required for the purpose of meetings, events, and other activities.

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California Driver's license

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