

ASSISTANT SUPERINTENDENT, INSTRUCTIONAL SERVICES**DEFINITION:**

Under the general direction of the Superintendent, serve as the chief instruction officer of the District to plan, organize and direct all elementary and secondary education programs, pupil services, recreation and community services and supervise and evaluate the Directors in support of these operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Superintendent in directing the administration and coordination of the District's education programs.
- Enhance the program of public relations by serving as the educational leader responsible for the interpretation of the programs, philosophy, and policies of the District staff, students, and community at large.
- Evaluate formative and summative assessment data in planning for the improvement of the District's curriculum and the achievement of the District's students.
- Formulate and courage innovative curricular programs that will improve instruction in conjunction with supervisory staff, principals, and teachers.
- Keep informed as to the operation of the instructional programs in all the schools for the purpose of evaluating the instructional programs and for improving teaching procedures through conference, demonstration, and other supervisory techniques.
- Play a significant leadership role in fostering professional growth and building of staff morale throughout the District.
- Initiate and administer in-service programs in conjunction with supervisory staff and principals.
- Assists in planning of staff development programs designed to meet specific identified needs of schools, programs, or job functions.
- Prepare drafts of needed Board policies and administrative rules for Superintendent's approval or submission to the Board of Education.
- Provide general supervision of elementary and secondary administrative and teaching personnel.
- Supervise and coordinate the activities of the Pupil Services Department, Instructional Services Department, Recreation and Community Services Department, and Education Technology Department.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Principles and practices of instructional curriculum and educational planning; laws and administrative regulation applicable to K-12 public instruction; principles of organization, supervision and training.

Ability to:

Plan, organize and direct complex programs and manage administrative operations; effectively communicate, both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; collect and analyze data; use sound judgment in interpreting and applying policies and procedures; manage, supervise, motivate and train personnel; and establish and maintain effective working relationships.

Experience:

Five years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Master's Degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: April 1, 1992

Revised: January 14, 1997

Revised: February 9, 1999

Revised: October 8, 2002

Revised: November 9, 2010