

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: ASSISTANT SUPERINTENDENT OF EDUCATION SERVICES

Job Purpose Statement/s: Under the direction of the Superintendent, directs and coordinates the District's instructional programs for elementary and middle school. Works directly with district office staff, site administrators and teachers in planning, organizing, and implementing the instructional program for each respective school; is responsible for articulation at all levels. Administers and directs the instructional division which includes all departments and levels of instruction, such as, English Learner Programs, Special Education, and Federal and State Programs. Responsible for the development and implementation of a continuous instructional staff development programs; and conducts other related duties as directed.

Essential Job Functions:

- Serves as a member of the Superintendent's Cabinet to maintain top level communication on all matters related to the successful operation of the Instructional Department, School Programs, and government mandates.
- Plans and recommends policies for the operation and implementation of the approved instructional program and evaluation and assessment of those programs.
- Responsible for gathering information and preparing various reports required by Federal, State or County agencies.
- Responsible for preparing periodic status reports to the Board of Education and community.
- Directs district curriculum development activities and implements strategies for monitoring the curriculum development goals and objectives.
- Plans a continuous staff development program to keep knowledge and practices in harmony with new laws, improved techniques, state mandates, and changing community needs.
- Provides for the articulation of the Instructional programs of the district from Transitional Kinder through Middle School.
- Coordinates, reviews, and evaluates all staff assigned to the Instructional Department.
- Explores alternative funding sources including Federal, State, private and local, and prepares proposals and applications.
- Administers the elementary, secondary textbooks selection and distribution system, and the district library and media system.
- Carries out a program of community relations as a means of interpreting and furthering programs through parent groups and community organizations.
- Addresses parental complaints related to student programs/uniform complaint procedures.
- Develops and monitors department budgets, and other budgets as may be assigned.
- Monitors District compliance with Federal and State laws, agency regulations, Board policies and regulations and negotiated agreements.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting educational services; updates the Board in Closed Session regarding curriculum and student related matters.
- Develops and monitors department budgets and other budgets as may be assigned.
- Represents the district when working with outside agencies including universities and colleges to promote and support the established educational programs.
- Attends and conducts meetings, state and regional conferences and workshops to remain current in all issues relating to education services.

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- Performs other related duties as assigned.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Master’s Degree from an accredited College or University (Doctorate Preferred).
- Must possess a valid California Administrative credential.
- A minimum of three years of successful administrative experience.
- Must have experience with diverse student and community populations.

Knowledge and Abilities:

KNOWLEDGE OF:

- Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP)
- Common Core State Standards, Next Generation Science Standards, Smarter Balance Assessments
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to Curriculum and Instruction, including instruction, assessment and resource allocations.
- Effective staff development principles.
- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- Modern data management, storage and retrieval systems.
- Effective communication and public and human relations strategies, methods and techniques.
- Effective classroom and instructional practices.

ABILITY TO:

- Plan, organize, direct and manage a comprehensive student and educational services system.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules and procedures and State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Effectively serve as a resource to the Superintendent, administration and employees pertaining to curriculum and instruction related issues.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise and evaluate assigned staff.

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- Prepare, administer and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

Working Conditions:

ENVIRONMENT:

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

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work.
The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

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.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Superintendent

Work Year: 225 Days

Salary Placement: Negotiated Employment Contract

Additional Stipends for Master's, Doctorate degrees, and years of experience.

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Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrators.

Board Approved: January 19, 2016