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<b>Position:</b>	Associate Superintendent, School Leadership	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	School Leadership	<b>Salary Grade:</b>	Contracted
<b>Reports to/Evaluated by:</b>	Deputy Superintendent	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

Leads, supervises, and implements the educational philosophy, goals, and objectives of the District to positively impact programmatic, school, and individual achievement. Articulates, interprets, and implements the vision, goals and objectives of the Superintendent to the community, parents, students, and employees of the Clovis Unified School District.

**DISTINGUISHING CAREER FEATURES**

Serves under the direction of the Deputy Superintendent. Supervises the School Leadership division. Directs the operation of the academic and co-curricular programs of the District. Directs the District’s educational teams toward continuous improvement. Promotes the overall efficiency and effectiveness of the school system and maximizes resources to provide a high-quality educational program for all students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works collaboratively with the Superintendent and Cabinet to foster and maintain the District’s culture and core values.
- Works to support and implement the Governing Board’s Strategic Plan.
- Develops, monitors, and evaluates curricular/instructional programs and strategies that support the concept that children will be productive members of a democratic society.
- Recruits and mentors certificated personnel that foster the concept of “It’s people, not programs” that make the positive difference.
- Directs and coordinates the efforts of the School Leadership division.
- Ensures the coordination, articulation, and effective utilization of all instructional and support services.
- Works together with the School Leadership team to coordinate, articulate, and monitor the achievement of District, site, and programmatic goals.
- Provides leadership to ensure District goals and policies are clearly communicated and implemented.
- Represent the District at the county, regional and State levels concerning VAPA, co-curricular programs, curriculum services and K-12 educational issues.
- Coordinates and monitors the distribution of staff development resources.

- Works cooperatively with the Administrative Services Division in developing and monitoring budgets for the total educational program.
- Develops and monitors budgets for programs supervised.
- Conducts staff meetings and disseminates information to interpret changes and additions to Board policies and/or administrative regulations.
- Interprets and monitors trends, developments, and legal requirements in education as they pertain to the areas of responsibility.
- Consults with staff members about school and department problems regarding personnel and the implementation of Board policy and administrative regulations.
- Works cooperatively with the Human Resources Department in the preparation of recommendations for selection, assignment, and transfer of all personnel within the schools and departments supervised.
- Serves as a District link to post-secondary institutions and programs.
- Responsible for the coordination of community involvement including the development of school advisory and appropriate District advisory committees related to areas of responsibility.
- Confers with the appropriate administrators on matters of mutual concern or as requested by the Superintendent.
- Performs such other duties and assumes such other responsibilities as the Deputy Superintendent may assign.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires advanced professional knowledge of the principles, practices, and techniques of leadership, management, group processes, and organizational development. Requires specialization in Pre-Kindergarten through Grade 12 educational programs.

**Abilities:** Requires the ability to carry out all the requirements of the job. Requires the ability to lead small and large teams of individuals and work collaboratively with staff. Requires the ability to deal effectively with a variety of personalities and situations with professionalism and diplomacy. Requires the ability to effectively articulate and carry out the District's mission, goals, culture, and core values and work to achieve the District's Aims.

**Physical Abilities:** Requires the ability to speak clearly to individuals in small and large groups. Requires the ability to hear others in all settings and sufficient visual acuity to notice non-verbal actions and read words and letters, including large documents.

**Education and Experience:** Requires a California Administrative Services Credential and a Master's degree. A doctoral degree is preferred. At least three year's classroom experience; and administrative experience as a school site principal and District level administrator. Additional experience may substitute for advanced degree requirement.