

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Area Assistant Superintendent	FLSA:	Exempt
Department/Site:	School Leadership	Salary Grade:	Contracted
Reports to/Evaluated by:	Associate Superintendent of School Leadership	Salary Schedule:	Admin. Management

SUMMARY

Assists the Associate Superintendent of School Leadership in effectively providing leadership for the development, achievement and maintenance of quality educational programs in a designated area of k-12 school sites and/or departments.

DISTINGUISHING CAREER FEATURES

This is a management level position which supervises assigned Area principals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership to the operation of the educational program in schools for the purpose of evaluation and the improvement of instructional strategies.
- Recommends and assists in the development and determination of curricular and instructional programs at responsible school sites.
- Implements Board policies to assure that educational opportunities and instructional standards are maintained at national standards.
- Provides leadership and supervision of staff development and professional growth plans to improve the curriculum and instructional programs.
- Communicates the needs of the building site principals to appropriate District divisions or departments.
- Communicates the District mission, goals, aims and philosophy to site principals.
- Establishes necessary procedures for referral and collaborative planning with District Office departments and other agencies that provide services to children.
- Conducts and coordinates area principals' meetings.
- Supervises, directs and annually evaluates the work of principals and submits copies of evaluation to the Associate Superintendent.
- Recommends to the Associate Superintendent of School Leadership when dismissal action is necessary and cooperates in the preparation of such documents as directed by the Associate Superintendent of School Leadership.

- Provides leadership and supervision of assigned departments and/or support service programs.
- Recruits and recommends certificated personnel for hire in the respective area.
- Attends Governing Board meetings and prepares reports for the Board as requested.
- Enhances the program of public relations developed by the Associate Superintendent of School Leadership by serving as the educational leader responsible for the interpretation of school programs to the public.
- Performs all other duties and assumes such other responsibilities as assigned by the Associate Superintendents of School Leadership.

Knowledge and Skills: This position requires advance knowledge professional specialization in principles and practices of California education school management, knowledge of curriculum and instruction, budget practices, supervisory and performance management techniques and District policy and procedures related to education. Requires advanced specialization knowledge of laws, regulations, methods, practices and procedures of effective law enforcement including those used in patrol, crime prevention, investigation and identification. Requires advanced knowledge of and skill in student development, discipline, assessment, behavioral management and parent relations. Requires comprehensive knowledge of District attendance policies and procedures and the applicable sections of State Education Code and other laws applicable to compulsory attendance and due process procedures. Requires in-depth knowledge of educational techniques that enhance attendance of “at-risk” students, those with sustained attendance and behavior problems.

Abilities: Ability to exercise sound judgment and discretion in decision making throughout all phases of responsibilities. Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop program elements and coursework that meet the standards set by the Clovis Unified School District, and State and Federal mandates. Must be able to analyze situations and develop and implement appropriate responses. Requires the ability to organize, plan, and prioritize duties in order to meet schedules and deadlines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside of the District.

Physical Abilities: Position involves the ability to listen, comprehend, plan and act. The position requires the ability to travel between the Clovis Unified School District high school sites, state and county agencies, and to attend out-of-town conferences.

License: Requires a California Administrative Services Credential and a valid California drivers license.

Education and/or Experience: Masters Degree; supplemented by five (5) years classroom experience and administrative experience as a school site principal and/or District-level administrator or equivalent experience.