

Position:	Assistant Director CI&A	FLSA:	Exempt
Department/Site:		Salary Schedule:	Administrative Management
Reports to/Evaluated by:	Administrator of CI&A		

SUMMARY

To assist and support the Directors and Administrators of Curriculum, Instruction and Accountability, and the Instructional Division in the efficient accomplishment of their duties in support of the educational needs of students.

DISTINGUISHING CAREER FEATURES

This is an upper-level management position, with career advancement opportunities to senior level management positions. This position is responsible for applying an extensive knowledge of educational programs including written plans, actions, and services for accurate reporting as required by the District administration and Governing Board, as well as State and federal mandates. Position activities may include collaboration and coordinating efforts based upon grant and program requirements between budget and finance departments, curriculum, instruction, and accountability, and other relevant departments and/or divisions. Position activities are reviewed for adequacy of professional judgment, compliance with District and department policies, and achievement of results consistent with District goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as a reference for District educational programs and funding sources with respect to state and federal regulations and codes.
- Works with District and state accountability models, produces various reports, and monitors progress made within the educational programs, and adheres to annual reporting deadlines.
- Prepares and submits written plans and updates for district administration and Governing Board. Works with the Administrator of Assessment to collect and produce required data and reports to monitor actions, services, and progress of intended outcomes of grants and/or other funding sources.
- Works interdependently with other departments, divisions, and/or appointed personnel directly connected to educational plans, including budget and finance, instructional division, and school leadership division.
- Attends informational meetings specific to the design of educational programs, plans, grants or other funding sources in support of effective implementation of districtwide programs.
- Works collaboratively with department directors and administrators as needed when planning, implementing, and monitoring district initiatives.
- Performs other duties and assumes such other responsibilities as assigned by the Assistant Superintendent of Curriculum, Instruction, & Accountability.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of District policies and procedures and the applicable sections of California Education Code and other laws applicable to implement student-centered programs and district initiatives. Must have a good knowledge of District organization, operations, policies, and objectives. Must have working knowledge of budgets. Applicants must have good record keeping and general office skills. Requires strong communication skills including ability to coalesce individuals around a common goal.

Abilities: Requires the ability to perform all of the essential duties of the position with efficiency and effectiveness with only general supervision. Applicants must be able to collaborate with team members in establishing and completing articulated plans and goals for the organization of grant funded programs and district initiatives. Applicants must be able to communicate effectively in a wide range of settings, often requiring tact, diplomacy and persuasion to achieve results. Applicants must be able to prepare routine records, reports and correspondence. Requires the ability to plan and prioritize work to meet schedules and timelines. Applicants must have good arm, hand, and finger dexterity to operate keyboard and other office equipment. Applicants must have the ability to create spreadsheets, using excel. Applicants must possess the visual acuity to read words and numbers, speech, and hearing to communicate in person or over the phone.

Education and Experience: Applicants must have a minimum of 5 years of experience in school administration.

License and Certification: Requires a California Administrative Credential.