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| <b>Position:</b>                | Assistant Superintendent,<br>Curriculum and Instruction | <b>FLSA:</b>            | Exempt                       |
| <b>Department/Site:</b>         | Curriculum and Instruction                              | <b>Salary Grade:</b>    | Contracted                   |
| <b>Reports to/Evaluated by:</b> | Associate Superintendent,<br>School Leadership          | <b>Salary Schedule:</b> | Administrative<br>Management |

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**SUMMARY**

Works collaboratively with Associate Superintendent of School Leadership, Assistant Superintendents, School Leadership, Principals, and Department Heads to coordinate, articulate, and monitor student achievement at the District, site, and programmatic levels.

**DISTINGUISHING CAREER FEATURES**

This is a management level position which supervises the following areas:

- Assessment and Accountability
- Curriculum and Instruction
- New Teacher Induction
- Student Teacher Program
- Administrative Cohort and Development Programs
- Liaison with local Colleges and Universities
- Counseling Services
- Curriculum Development
- Instructional Programs, including Instructional Technology
- Library Services
- Professional Development
- Career Technical Education
- Summer School Programs
- Child Development Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Interprets policies, processes and goals of educational programs to parents, students, and community.
- Coordinates and monitors the design, development, implementation and continuous improvement of the K-12 curriculum.
- Coordinates district meetings for implementation of Core Curriculum including but not limited to; Assistant Superintendents, Curriculum Councils, Instructional Leadership.
- Interprets and monitors trends, developments, and legal requirements in education as they pertain to areas of responsibility.
- Works cooperatively with the Associate Superintendent of School Leadership and the Associate Superintendent, Human Resources and Employee Relations, in the hiring and evaluation of certificated Instructional Division personnel.
- Responsible for the coordination of community involvement including the development of school advisory councils 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 Associate Superintendent, Instructional Services.
- Coordinates and monitors the design, development, implementation and continuous improvement of K-12 assessment and research services.
- Responsible for the development and implementation of in-service and staff development plans for all programs planning in cooperation with the Cabinet, Division, Leadership Team, and certificated and classified staff.
- Works collaboratively with the Chief Technology Officer or Director of Educational Technology and Technology Department personnel to optimize the utilization of technology in all functions of the Instructional Division.
- In cooperation with the Associate Superintendent of Administrative Services and the Associate Superintendent School Leadership, develops and monitors budgets for programs supervised.

Performs such other duties and assumes such other responsibilities as the Associate Superintendent, School Leadership may assign.

## **QUALIFICATIONS**

### **Knowledge and Skills:**

Requires advanced understanding of latest research in the areas of student and adult learning. Requires advanced understanding of curriculum and instruction as it applies to Pre-Kindergarten through post-secondary educational programs. Requires advanced knowledge of the principles, practices and techniques of leadership, management, group processes and organizational development.

### **Abilities:**

Requires the ability to fulfill all requirements of the job. Requires the ability to lead small and large teams of individuals. Requires the ability to work collaboratively with others.

### **Physical Abilities:**

Requires the ability to speak clearly to individuals in small and large group settings. Requires the ability to hear others in all settings and sufficient acuity to notice non-verbal actions. Requires ability to read.

### **Education and Experience:**

- California Administrative Services Credential
- Master's Degree
- Three years classroom experience
- Administrative experience as a school site principal and/or District level administrator
- An earned Doctorate degree, preferred.

### **Licenses and Certificates:**

- California Administrative Services Credential; Master's Degree