

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

| | | | |
|---------------------------------|--|-------------------------|---------------------------|
| Position: | Assistant Superintendent, Instructional Services | FLSA: | Exempt |
| Department/Site: | Instructional Services | Salary Grade: | Contracted |
| Reports to/Evaluated by: | Deputy Superintendent | Salary Schedule: | Administrative Management |

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 District Superintendent, Supervises Special Education and Nursing divisions and other areas as assigned. 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. This is an administrative management level position which supervises assigned departments and administrators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs and coordinates the efforts of the assigned departments and areas.
- Works cooperatively with the Deputy Superintendent and Associate Superintendent’s to coordinate and articulate effective utilization of special education and support services.
- Represents the District at the County, Regional and State levels concerning Special Education programs.
- In cooperation with the Deputy Superintendent, 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.

- Consults with school sites and departments regarding the implementation of District initiatives, Board policy and administrative regulations.
- Interprets and monitors trends, developments, and legal requirements in education as they pertain to the areas of responsibility.
- Works cooperatively with the Associate Superintendent of Human Resources in preparation of recommendations for selection, assignment, and transfer of all personnel within the schools and departments supervised.
- Recruits and recommends certificated and classified personnel for hire in respective positions.
- Supervises, directs, and annual evaluates the work of administrators and submits copies of evaluations to the Deputy Superintendent.
- Responsible for the coordination of community involvement including the development of school advisory and appropriate District advisory committees related to areas of responsibility.
- Attends Governing Board meetings and prepares reports for the Board as requested.
- Confers with the appropriate administrators on matters of mutual concern or as requested by the Superintendent or Deputy Superintendent.
- May perform other duties as assigned and assumes such other responsibilities as assigned by the Deputy Superintendent.

QUALIFICATIONS

Knowledge and Skills: Requires advanced professional knowledge of the principles, practices, and techniques of leadership, management, group processes, and organizational development. Requires knowledge of Special Education and 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.

License: CA Driver's License

Education and or Experience: California Administrative Credential, a Master's Degree, five years classroom experience, and administrative experience as a school site principal and district level administrator. Doctorate Degree preferred.