

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Assistant Superintendent of Education Services	CLASSIFICATION: Non-Represented – Contracted Certificated Management
REPORTS TO: Superintendent	FLSA: Exempt
WORK YEAR: 224 Days	SALARY SCHEDULE: Administrative Management
BOARD APPROVAL: 9/7/06	RANGE: A
BOARD REVISION: 1/16/20	

PRIMARY FUNCTION: To plan, organize, manage and direct the elementary and secondary educational programs of the District. Align strategic initiatives to budget and engagement processes through the oversight and development of the Local Control and Accountability Plan (LCAP).

RELATIONSHIP TO STUDENT ACHIEVEMENT: Provides guidance and leadership in all areas of teaching and learning to students and staff at all levels of the organization: classified, certificated and administrators. Provides direction in the use of data to evaluate programs, monitor student progress and inform classroom instruction.

SUPERVISION OVER: Director of Technology, Pupil Services Coordinator, SCG Coordinator, and Education Services Department.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

DUTIES AND RESPONSIBILITIES:

- Provides leadership and expertise in assessing, identifying, formulating and implementing the District educational goals and objectives.
- Advises Superintendent, site principals and other District personnel, pertaining to the various aspects of curriculum and instruction design and delivery systems based on a thorough evaluation of student achievement data.
- Plans, organizes, monitors, evaluates and directs the District curriculum, and instruction design and development programs, instructional delivery systems, integration of technology, and the strategies and techniques for achieving optimal educational and instructional results.
- Plans, organizes develops and assesses the District’s progress toward the achievement of master educational planning goals and objectives accessing state and county resources.
- Provides leadership, support and guidance to staff, District personnel and members of the educational community to effect thorough and complete communication relative to the educational design and delivery process, and to ensure that community advisory groups have an opportunity to participate in educational assessment and evaluation processes.
- Supervises the selection and adoption process of textbooks, supplemental books, and other instructional materials, and supervises the ordering and distribution of same.
- Reviews, audits, observes, monitors, counsels, assists, and evaluates the performance of management, certificated and classified personnel responsible for the various instructional service units, and administrators as assigned by the Superintendent.
- Prepares continuous, focused professional development in collaboration with administrators and teachers.

- Manages the mandated assessments including a yearly assessment calendar and culminating in the analysis and communication of the results to the Board, community and sites.
- Promotes alignment and articulation of curriculum and instruction amongst the school sites, programs content areas and grade levels.
- Plans, coordinates, facilitate and implement the Local Control Accountability Plan (LCAP).
- Works closely with the Business department and other administrators to apply for categorical funding, allocate funds appropriately and to monitor categorical programs.
- Plans, develops and conducts public and community relations programs pertaining to instructional program functions and activities.
- Provides leadership and expertise in forming, guiding and advising District advisory committees and group.
- Performs other duties and assumes other responsibilities as the Superintendent may assign or delegate.
- In partnership with Human Resources, oversee the Induction program and local compliance requirements with consortium standards.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Assure compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance.
- Other duties as assigned by the Superintendent.

LICENSES AND REQUIREMENTS:

- A valid Administrative Services Credential issued by the California Commission on Teacher Credentialing.
- Five years minimum experience as a teacher.
- Five years of experience as a site principal or district office administrator.
- Master’s Degree or equivalent in educational administration, instructional technology, curriculum development and design or closely related fields preferred.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF:

- Principles, practices, trends, goals and objectives of public education.
- Philosophical, educational, fiscal, and legal aspects affecting a school district.
- Curriculum and instruction design and delivery systems, including audit and evaluation processes.
- Research and development strategies.
- Human relationships, conflict resolution strategies, and team building methods and techniques.
- Instructional support systems, functions and activities.

ABILITY TO:

- Plan, organize and direct the District instructional program.
- Participate in budget planning and expenditure control procedures.
- Evaluate and to analyze complex problems and recommend appropriate solutions.
- Communicate effectively in oral and written form.
- Establish and maintain organizational, public and educational community relationships.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

WORKING CONDITIONS:

WORK ENVIRONMENT: District office; in vehicle traveling to job assignments; outdoor environment on school sites in variable weather conditions.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 20 Walking: 20 Sitting: 60

Body Movement (Frequency):

<u>None (0)</u>	<u>Limited (1)</u>	<u>Occasional (2)</u>	<u>Frequent (3)</u>	<u>Very Frequent (4)</u>
Lifting (lbs.): 25		Lifting: 1 Bending: 1		Pushing and/or Pulling Loads: 1
Reaching Overhead: 1		Kneeling or Squatting: 1		Climbing Ladders: 1
Climbing Stairs: 1				

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.