

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

#### TITLE

Assistant Superintendent, Educational Services

#### QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S. and additional graduate work or degree(s)
EXPERIENCE:	<u>Required</u>	Administrative experience and a broad working knowledge equipping the incumbent to administer the affairs of the educational services division of a school district.
	<u>Desirable</u>	Doctorate with strong emphasis in curriculum and instruction, program development and evaluation, pupil personnel services and related areas; five years of supervisory and administrative experience in education; a strong background in all phases of public education administration.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

#### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Superintendent, the Assistant Superintendent, Educational Services shall be responsible for directing, supervising, coordinating and evaluating district level programs and personnel involved in curriculum development, instructional process and procedures, specially funded programs, government projects, pupil personnel services, student assessment, media services, school-community services to youth and research. The Assistant Superintendent shall also be responsible for the assurance of legal compliance in all aspects of the district's educational services.

Special emphasis shall be to assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services with a strong result orientation, and in assisting in the coordination of various district operational activities.

#### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Assistant Superintendent, Educational Services' job performance will be as follows:

1. All decisions of the Board of Education will have been effectively executed as directed by the supervisor.
2. Responsibility for various district operational activities assigned by the Superintendent will have been effectively and efficiently discharged.
3. The educational programs of the district will have been capably directed, coordinated and evaluated.

4. Communication efforts with the Board of Education and with the public pertaining to district educational services will have been effectively directed, coordinated and evaluated.
5. Policies of and for the Board of Education pertaining to district educational services will have been appropriately developed and proposed and effectively implemented.
6. District policies, goals, objectives and priorities will have been accurately interpreted and capably communicated to the schools, staff and community.
7. The design and implementation of district-wide staff development efforts will have been competently directed, coordinated and evaluated.
8. District student health services will have been capably directed and coordinated.
9. District-wide research and testing for the measurement of educational program effectiveness and student assessment will have been effectively directed and coordinated.
10. A high level of awareness regarding all laws, regulations, statutes, rules and policies affecting the district in the area of educational services will have been consistently maintained and the information accurately interpreted.
11. District/school instructional efforts will have been effectively coordinated.
12. Efforts to obtain outside resources, through federal and state government projects and private funding sources, which can be applied to the instructional programs of the district will have been appropriately and effectively directed, coordinated and evaluated.
13. Cooperative ventures with other governmental, civic and private agencies to improve instructional services will have been competently directed and coordinated.
14. The educational management strategies of the district will have been capably directed, coordinated and evaluated.
15. All reports required or requested of the Educational Services Division staff will have been appropriately directed and efficiently coordinated.
16. The educational research efforts of the district will have been effectively directed, coordinated and evaluated.
17. The appropriate development and efficient management of the district data base regarding educational programs will have been competently directed and coordinated.
18. The district program of pupil personnel services will have been capably directed, coordinated and evaluated.
19. District programs for exceptional students, including all special education programs, will have been competently coordinated.
20. The operation and administration of the district career, vocational and work experience education programs will have been capably directed, with the assistance of the local school administration, in accordance with law and district policies and procedures.
21. Curriculum development among district schools will have been appropriately and effectively directed and aligned in accordance with district philosophy, goals, objectives and priorities.

22. The requisitioning and purchasing of instructional supplies and equipment will have been appropriately coordinated.
23. Program articulation among and between district instructional levels and with post-secondary institutions will have been consistently and effectively directed and coordinated and appropriately evaluated.
24. The District instructional services budget will have been capably developed and competently monitored.
25. Educational specifications for new building programs will have been effectively developed.
26. The Superintendent will have been kept continually informed regarding district educational programs, and appropriate recommendations for program development. Maintenance and improvement will have been made in a timely manner.
27. District media services will have been capably directed and coordinated.
28. Regularly scheduled meetings of administrative personnel bearing on instructional programs and services coordination will have been effectively coordinated.
29. District-wide Title IX compliance activities will have been appropriately and consistently directed and coordinated.
30. A program of school accountability reporting to the Board of Education will have been appropriately developed and competently directed and coordinated.
31. A program of regular review and revision of district administrative regulations and board policies for submission and recommendation to the Superintendent and the Board of Education will have been capably directed and coordinated.
32. Actual or potential legal problems and/or needs of the district in the Educational Services domain will have been consistently monitored and accurately analyzed, and findings and solution strategies will have been effectively communicated to the Superintendent in a timely manner.
33. Assistance in the direction and coordination of the employer/employee relations program for the district will have been efficaciously accomplished.
34. Appropriate Goals and Objectives for the Educational Services Division staff will have been effectively developed and submitted in a timely manner.
35. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
36. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
37. Timely and accurate information will have been provided the Superintendent regarding division related matters in preparation for Board meetings.
38. Prepares Board of Education items relating to areas of responsibility, submitting items in a timely and appropriate manner to the Superintendent for final review.

39. Attends Board of Education meetings.
40. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
41. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
42. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
43. Other duties assigned by the supervisor will have been effectively accomplished.

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