

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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<b>Title:</b>	<b>Assistant Superintendent</b>	<b>Reports to:</b>	<b>Superintendent</b>
<b>Department:</b>	<b>Educational Services</b>	<b>Classification:</b>	<b>Management/Supervisory</b>
<b>Work Year/Days:</b>	<b>12 Month / 248 Days</b>	<b>Salary:</b>	<b>Contractual / Management</b>

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### Primary Functions:

The Assistant Superintendent, Educational Services is directly accountable to the Superintendent of Schools for the leadership of the District's Educational Services Division. The Assistant Superintendent is primarily responsible for planning, organizing, staffing, directing, controlling and evaluating the comprehensive instructional support program services.

### Division Department Responsibilities:

#### **Curriculum, Instruction, and Assessment**

- Professional Development
- Textbook Adoption
- Summer School
- Instructional Support Programs
- Board Policies
- Curriculum Council
- Peer Assistance Review(PAR)/Beginning Teacher Support Assistance (BTSA)
- Formative Assessments
- Instructional Technology
- Secondary Schools Parent Support
- English Language Arts (ELA), Math, and Science Project Facilitators

#### **State & Federal Programs Office**

- Local Control and Accountability Plan (LCAP)
- Every Student Succeeds Act (ESSA)
- California Accountability Dashboard
- English Learner (EL) Program Support
- Interventions
- English Language Development (ELD) Support Structures
- Single Plan for Student Achievement (SPSA)
- Monitoring of State and Federal funding
- District English Language Advisory Committee (DELAC), District Advisory Committee (DAC) English Language Advisory Committee (ELAC), and School Site Council (SSC)
- Support of subgroup interventions
- Migrant/Indian Education
- EL and Title I Project Teachers

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#### **Supplemental Programs**

- Early Literacy Programs
- Enrichment/Gifted programs
- Afterschool Education and Safety (ASES)
- Grants
- Early Childhood Education (ECE)
- Student Events
- ES Parent Support
- Advancement Via Individual Determination (AVID)
- Elementary Curriculum Council

#### **Assessment & Accountability**

- California Accountability Dashboard
- California Assessment of Student Performance and Progress (CAASPP)
- Advance Placement (AP), American College Test (ACT), International Baccalaureate (IB), and Stanford Achievement Test (SAT) data collection and reports
- California English Language Development Test (CELDT)
- California Alternative Assessment (CAA)
- Data reports for district office & sites
- Testing Coordination

#### **Career Technical Education & Secondary Support Services**

- Career Academies & Pathways in Middle/High School
- Summer School
- College Readiness and California College Guidance Initiative (CCGI) dashboard
- Collaboration with post-secondary institutions
- Collaboration with Business partners
- Secondary internships/externships
- Career/College grants
- Secondary Curriculum Council

#### **Other Leadership Duties:**

The Assistant Superintendent, Educational Services provides leadership in the following areas:

1. Member of Superintendent's Cabinet
2. Site Level Administrators and Educational Services Staff Evaluations
3. Budget Development and Fiscal Responsibility for State & Federal allocations
4. Contract Negotiations
5. Liaison to Local Community Groups
6. Board meetings

#### **Personal and Professional Attributes:**

The Assistant Superintendent, Educational Services should possess the following attributes:

1. Possesses a record of proven instructional leadership
2. Is a visionary who leads by example and is able to inspire quality performance
3. Is visible, approachable, and able to comfortably interact with students, staff and the community
4. Will listen to and communicate openly with students, the staff, and administrators
5. Has successful experience in establishing positive relations with employees and employee group representatives

#### **Knowledge and Skills Required:**

1. Knowledge of principles of organization and management
2. Knowledge of curriculum of elementary and secondary schools
3. Knowledge of laws, policies and regulations pertaining to preschool, elementary, post-secondary education
4. Knowledge of elements and strategies of effective instruction and assessment
5. Knowledge of district Board Policies and Administrative Regulations as they pertain to instructional practices
6. Ability to supervise and evaluate Educational Services staff/Site Administrators
7. Ability to work effectively with board, cabinet, administrators, school sites/community

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8. Ability to speak effectively, communicate orally and in written formats

**Education / Experience:**

- Master's Degree in school administration, curriculum and instruction or related field
- Doctorate Desirable
- Experience as a school administrator with progressively responsible experience at several sites/grade spans, and district level

**Licenses, Certifications and Testing Requirements:**

1. Valid California Teaching Credential
2. Valid California Administrative Services Credential
3. Must possess or have the ability to obtain a valid California Driver's License
4. Fingerprint Clearance
5. TB Clearance

**Physical Requirements and Working Conditions:**

The Division of Personnel Services embraces the Americans with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individuals shall be able to perform the essential functions of the position.