

## CHICO UNIFIED SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

#### DEFINITION

Under professional direction, to plan, organize, manage, and direct the instructional service programs; to plan, organize, coordinate and manage the secondary education operation; to plan, organize, coordinate, and manage the instructional program design and delivery systems; to plan, organize, design, and implement curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences; to plan, organize, and direct research and development processes, including educational assessment and projection, and product and service audit and evaluation processes; to assist in the planning, development, and implementation of Board policies, superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed.

#### DISTINGUISHING CHARACTERISTICS

This classification is an executive cabinet level position that requires subject matter expertise in educational programming, and curriculum and instruction strategies. Directly related administrative and leadership experience is necessary to manage the District educational programs and services. The job requires the ability to analyze, develop and offer alternative problem solutions to curriculum and instruction issues and concerns. Decisions are made by the incumbent that have a critical impact on the District goals, and the organization and administration of educational programs and services. The position classification has executive management responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. The incumbent frequently meets with teachers, support and administrative personnel, parents and community members to influence, motivate and monitor the result objectives of the education master plan. This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### ESSENTIAL DUTIES

- Serves as an advisor to the superintendent and District personnel pertaining to the various aspects of the secondary school operation, and the curriculum and instruction design and delivery systems.
- Provides leadership and expertise in assessing, identifying, formulating, and implementing the District educational goals and objectives.
- Provides leadership in the development of processes, strategies, and feasibility planning to ensure that the necessary human and monetary resources are appropriately utilized in order to achieve the District planned results.

- Plans, organizes, and implements the secondary school operational and instructional service budget planning guidelines and expenditure control strategies.

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- Plans, organizes, develops, and implements the secondary instructional service goals and objectives, and establishes communication feedback systems and processes for monitoring and auditing functions and activities to ensure that priorities are pursued.
- Plans, organizes, develops, and assesses the District's progress toward the achievement of master educational planning goals and objectives.
- Plans, organizes, and directs the District curriculum, and instruction design and development programs, instructional delivery systems, and the strategies and techniques for achieving optimal educational and instructional results.
- 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 had an opportunity to participate in educational assessment and evaluation processes.
- Plans, organizes, and directs research and development activities, including research and development, and the planning and forecasting of future instructional service programs.
- Reviews, audits, observes, monitors, and assesses the performance of management and resource personnel responsible for the secondary school operation, and various instructional service units.
- Represents the District and serves as the liaison to County, State and Federal staffs regarding issues pertaining to the Educational Support Services areas of responsibility.
- Plans, organizes, and directs the preparation of a variety of management reports in order to ensure thorough, complete, and effective communication and information systems.
- Plans, organizes, and implements secondary school and educational service budget planning guidelines and expenditure control strategies.
- 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 groups.
- Assists in feasibility planning in determining procedures and guidelines that effectively resolve conflicts and assist in coalition building processes.
- Monitors, audits, and evaluates the performance of assigned staff, and arranges opportunities for staff members to gain additional training and expertise.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, trends, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects affecting a school district;
- Organization, management, planning, and evaluation strategies, techniques, and procedures;
- Curriculum and instruction design and delivery systems, including audit and evaluation processes that determine process effectiveness;
- Instructional program, function, and activity planning, forecasting, projecting, auditing, and managing of a variety of information and data management, storage, retrieval, and dissemination systems;

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- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques;
- Instructional support programs, functions, and activities.

Ability to:

- Plan, organize, coordinate, and direct the District instructional service program;
- Plan, organize, develop, and implement the Educational Support Services budget planning and expenditure control processes and procedures;
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational instructional mode that is cost effective and cost beneficial;
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions and make effective and timely decisions;
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;
- Establish and maintain cooperative organizational, public, and educational community relationships.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Seven years of experience in a responsible administrative position performing instructional support services and related functions.

Education:

Completion of a Master of Arts or higher degree in educational administration, instructional technology, curriculum development and design, or closely related fields.

### **Certification Requirement**

Possession of a valid California credential authorizing service as an elementary and secondary level administrator.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.