

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**ASSISTANT SUPERINTENDENT,
SCHOOL LEADERSHIP AND INSTRUCTION, SECONDARY**

DEFINITION

Under the direction of the Associate Superintendent of Education Services, the Assistant Superintendent, School Leadership and Instruction, Secondary, supports the educational programs of the District by serving as an executive member of the Superintendent's cabinet and by providing leadership and assuming management responsibility with the development, selection, implementation, evaluation and continual refinement of the District's Grades 6-12, academic program, curricula and assessment system in order to accelerate and enhance student achievement for all students to be college and career ready.

EXAMPLES OF DUTIES

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.

1. Provide direction and leadership to school administration with the planning, implementation, and evaluation of curriculum development and instructional goals and processes.
2. Provides direction and accountability for principals and site administration by monitoring, assessing and evaluating school effectiveness to ensure high-quality instructional programs are provided for all students.
3. Directs and monitors assessment of student achievement of each school. Is visible in schools to support coaching, feedback and accountability to principals to achieve the District's mission and goals.
4. Structures calendar so that at least 60% of each week is dedicated to providing coaching, feedback, and leadership to principals.
5. Evaluate principal performance in terms of school's productivity in achieving the District's priorities and expected results.
6. Develop principal capacity through timely and differentiated support based on individual needs and prioritizes principal professional development focusing on quality teaching and learning for all
7. Advocate and provide principal voice when working in partnership with District departments and District leadership teams.
8. Advise and assist principals and school leadership teams in developing and evaluating programs.
9. Engage in meaningful dialogue with principals to address instructional, social and emotional and other needs of students and families.
10. Assist the educational community in understanding District, state, and federal goals and objectives, and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of public schools.
11. Establish a results-based culture through continuous collection, examination, and use of data to develop long and short-range plans to improve the instructional process providing assistance to school sites with on-going monitoring and analysis of the curriculum.
12. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
13. Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.

EXAMPLES OF DUTIES (Continued)

14. Serve on community organizations and school and District committees to ensure the interests of the school are properly served.
15. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
16. Collaborate with a variety of District staff responsible for educational programs (i.e. GATE, Advanced Placement, AVID, music, intervention support, physical education, music and performing arts, etc.) ensuring a comprehensive educational experience for secondary students.

EXAMPLES OF DUTIES (Continued)

17. Provide support to the Superintendent and/or Associate Superintendent with one-time, long-term or on-going special projects as needed.
18. Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel.
19. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of California Education Code and other applicable laws and collective bargaining agreements; the state and federal Framework in all subjects taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; practices and procedures of efficient organization and supervision; child guidance principles and practices; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; instructional technology; student and program assessment systems; budget development and management.

Ability to: Lead plan and implement efforts in the area of secondary instruction; demonstrate effective, organizational, and administrative leadership; assist secondary schools in the implementation of the District Strategic Plan; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

QUALIFICATIONS (Continued)

Education: Master's degree from an accredited college or university in a related field.

Experience: Eight years of progressively responsible management experience in public education including five years of successful teaching experience, and three years Principal experience.

Credential: Valid California Teaching Credential; Valid California Administrative Services Credential.