

SAN YSIDRO SCHOOL DISTRICT

TITLE: Assistant Superintendent of Administrative Leadership, School Support & Safety

REPORTS TO: Superintendent

DEPARTMENT: All Departments & Schools

FLSA: Exempt

CREATED: July 2022

CLASSIFICATION: Management

SALARY: Management Salary Schedule

Board Approved: July 14, 2022

BASIC FUNCTION: Under the direction of the Superintendent, utilizing past administrative experience, the Assistant Superintendent may be directed to acts for, represents, and exercises the authority of the Superintendent in directing the implementation of plans, policies, instructional programs, services, and general operation. On a day-to-day basis, the Assistant Superintendent shall support the Superintendent in overseeing the activities of the District, District Administration/Senior Management for the effective and efficient operation of all schools and departments. The primary role of the Assistant Superintendent of Administrative Leadership, School Support & Safety shall be to partner with the Superintendent in ensuring the leadership of the district, classified departments, and schools.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below along with other duties across various instructional and classified operations of the district. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Provides outstanding leadership and partnership in supporting the Superintendent in leading and coordinating the overall operating functions of the district.
- Assists the Superintendent in organizing and facilitating Cabinet, management, and classified work of the district. Consistently works in partnership with the Superintendent and keeps them informed regarding district matters in a timely manner.
- Maintain constant communication and contact with the Superintendent concerning the day-to-day operations of the district.
- Provides district leadership towards the achievement of the district's mission, vision, and goals.
- Prioritizes timely support to the schools and principals. Readily on-call to provide school support on a day-to-day basis.
- Represent the Superintendent at meetings of staff, families, community groups, and in county and state matters, as requested.
- Plans, organizes, controls, and directs the work of the district employees, as requested by the Superintendent except those specific areas reserved by the Superintendent.
- Coordinates all district wide safety programs for schools, departments, and district locations.
- Leads the district Safety Task Force and/or Safety Committee. Coordinates district wide safety training for staff and ensures school safety drills are conducted in accordance with regulations.
- Facilitates leadership for the annual updates to School Safety Plans by principals.
- Ensures all district related safety plans are up to date on an annual basis; communicates and provides training to staff regarding safety plans on an annual basis.
- Provides leadership and oversight of the maintenance/operations/transportation/facilities, human resources, and child nutrition departments. Shares leadership responsibilities with the Chief Business Official of the technology department.

- Ensures high quality school, department and district facilities that are safe, functional, clean and well maintained and landscaped
- Oversees all MOTF work orders for quality control and timely completion
- Works closely with the Chief Business Officer regarding district budget, school construction, school bond finances, and MOTF financial matters.
- Provides leadership for the district's general obligation bond program and for the Bond Oversight Committee.
- Oversees and provides district wide leadership of school and facility construction projects, including the general obligation bond projects. Coordinates and leads the district's construction project teamwork. Ensures compliance of construction projects with all state and federal regulations and applicable laws. Provides fiscal oversight and sound fiduciary practices for all construction projects.
- Oversees special programs, by request of the Superintendent.
- May conduct investigations, as needed.
- Serves as a member of Cabinet and provides support and assistance to the other Cabinet members of the team, as needed.
- Conveys Cabinet team decisions and actions to employees, as appropriate.
- Advises the Superintendent on various subject matters, issues, and problems to establish priorities and to create and implement solutions, as requested by the Superintendent.
- By request of the Superintendent may serve as the Superintendent designee.
- Provides leadership mentoring to various administrators on the management team.
- Ensures district compliance with all county, state, and federal regulations and applicable laws to a local education agency.
- Provides leadership in various grant writing and state and federal funding application efforts by the district.
- Leadership of the implementation of current and new legislation pertaining to local education agencies. Facilitates the legislative advocacy efforts of the district at the state and federal levels.
- Serves as a district liaison to city, county and state level agencies.
- Ensures exceptional district communication and public relation.
- Facilitates district wide team building and collaboration efforts for Cabinet, management, staff, families, community, and with county, state, and federal agency representatives
- May serve as the district's chief negotiator or on the negotiations team in the collective bargaining process utilizing techniques such as interest-based bargaining, as determined by the Superintendent.
- May serve as a substitute or interim for a school principal or any administrative positive, if needed
- Performs other duties and assignments as assigned by the Superintendent.

KNOWLEDGE OF:

- Educational leadership qualities and characteristics for effective operations of a school district and schools
- State adopted curriculum for TK-8
- California Professional Standards for Educational Leaders (CPSELs)
- California Administrator Performance Expectations (CAPES)
- California Education Code All state and federal laws and regulations applicable to local education agencies
- Knowledge of collaborative collective bargaining strategies, such as interest based bargaining techniques

- Policies and procedures related to safety
- Policies and procedures related to education

ABILITIES:

- Outstanding leadership, collaboration, communication, listening, proactive problem solving and team building skills.
- Establish and maintain positive, cooperative, collaborative, and effective, trustworthy, and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community, and county, state and federal agencies.
- Effectively communicate with individuals from staff, families, the community, county, and state individuals of varied cultural and education backgrounds, communicate in oral and written form.
- Exceptional problem-solving skills to ensure the peaceful and smooth operations of the district working collaboratively to problem solve.
- Management of the overall operations of the district, programs, events, personnel, programs, and more.
- Consistently works as a collaborative, positive, communicative, and supportive partner to the Superintendent. Accepts direction and guidance from the Superintendent. Strongly supports the vision, mission, goals and direction of the Governing Board and Superintendent.
- Excellent school leadership skills.
- Provide direction to others and sound judgment in decision making.
- Ability to be flexible and responsive to the day-to-day needs of the district and schools.
- Ability and flexibility to work at and drive to various District, school and outside of district work locations multiple times per day.
- Strong computer and software skills.
- Exceptional mastery of the California Professional Standards for Educational Leaders.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Master's Degree in Education or related field
- Valid California Clear Administrative Credential
- Valid California Certificated Teaching Credential
- Experience as a certificated administrator
- 5 years of prior experience as a school site Principal
- CA Driver's License

DESIRED QUALIFICATIONS:

- Doctorate Degree in Education or related field

WORKING CONDITIONS:

Indoor and outdoor district, school and out of district settings which can include office and outdoor interactions. Meetings throughout the district and at the county and state levels.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting, or standing or walking for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects. Ability to work at various and multiple school and district locations on a day-to-day basis. Ability to travel to county, state or federal meetings.