

## **SAN YSIDRO SCHOOL DISTRICT**

**TITLE:** Assistant Superintendent of Educational Leadership and Pupil Services

**REPORTS TO:** Superintendent

**DEPARTMENT:** All Departments & Schools

**FLSA:** Exempt

**REVISED:** 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 act 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 Administration/Senior Management for the effective and efficient operation of all schools and departments. The primary role of the Assistant Superintendent of Educational Leadership and Pupil Services shall be to partner with the Superintendent in ensuring the leadership of and overall smooth operations of all district functions. The Assistant Superintendent shall also serve as the Chief Educational Officer of the District and shall perform the duties described in the job description of Assistant Superintendent Educational Leadership and Pupil Services as well as other duties as assigned.

**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 the work of Cabinet and the management team. 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.
- Prioritizes strong support to the schools and principals regarding all educational and operating functions of the schools. 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.
- Provides leadership of the pupil services department.
- Oversees special programs, by request of the Superintendent.
- Develops and implements the district's leadership training and professional development programs for the management team.
- Conducts investigations, as needed.

- Provides oversight of the educational services, special education, and technology department with the preparation of federal and state program applications.
- Provides administrative coordination for the district's overall operations and related support activities; provides leadership for implementation and monitoring of services; oversight of assessment and tracking of progress towards goal achievement and plan implementation to accomplish District objectives.
- 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
- Represent the Superintendent as designee, by request of the Superintendent.
- Provide leadership in establishing and achieving the district's mission, vision, and goals.
- Assists in strategic planning efforts including the Local Control Accountability Plan. Support the Superintendent, various departments and schools in the implementation of the goals, priorities, and action steps in the Local Control Accountability Plan and other required state and federal plans.
- Utilizing previous experience as a site administrator, provides supervision, leadership, and coaching to, and evaluation of, site administrators in the areas of instructional leadership and in the implementation of District programs.
- Provides information to the Board, superintendent, employees and public; ensures compliance with established policies, procedures, and/or statutes and regulations; Provides leadership in a variety of administrative needs and processes.
- Supports the educational services leadership with school site administrators in development and revision of School Plan for Student Achievement (SPSA) based on experience with the process.
- Assists in the supervision and coordination of the granting, renewing, denying, and revocation of intra-district and inter-district transfers of pupils between schools and programs within the district.
- Assists the Superintendent in providing support and direction for site administrators in the organization, supervision and administration of the schools.
- Provides support, direction and leadership of district wide CDC and TK-8 programs.
- Oversees districtwide family and full community service programs including homeless and military family support.
- 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.
- Responsible for annually ensuring that all District and departments board policies are current and up to date.
- 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
- California Professional Standards for Educational Leaders (CPSELs)
- California Administrator Performance Expectations (CAPES)
- State adopted curriculum for TK-8
- 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 education

**ABILITIES:**

- Outstanding leadership, collaboration, communication, listening, proactive problem solving and team building skills.
- Establish and maintain positive, cooperative, collaborative, effective, trustworthy and productive working relationships with the Governing Board, Superintendent, Cabinet, management, staff, families and the community.
- Effectively communicate with individuals from staff, families, the community, county and state.
- Exceptional problem solving skills to ensure the peaceful and smooth operations of the District.
- Management of the overall operations of the district, programs, events, 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
- 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
- 5 years of prior experience as a certificated administrator
- CA Driver's License

**DESIRED QUALIFICATIONS:**

- Doctorate Degree in Education or related field
- 5 years of prior experience as a school site Principal

**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, 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.