

**ASSISTANT SUPERINTENDENT OF INSTRUCTION**

**Purpose Statement**

The job of Assistant Superintendent of Instruction is done for the purpose of assisting the Superintendent by directing, overseeing, administering and being accountable for the delivery of academic programs and instructional strategies to increase student achievement district-wide; provide leadership, direction and supervision to the Chief of Student Education Services, Chief Instructional Officer, School Improvement Officers and other assigned staff.

**Essential Functions**

- Direct, oversee, administer and be accountable for the delivery of academic programs and instructional strategies to increase student achievement district-wide; provide leadership, direction and supervision to the Chief of Student Education Services, Chief Instructional Officer, School Improvement Officers and other assigned staff.
- Develop and implement the district's instructional improvement plan for student academic achievement.
- Maintain constant communication and contact with the Superintendent concerning the day-to-day operations of the District.
- Assist in public information and communication within and outside the District.
- Direct, coordinate, implement and evaluate district academic programs in accordance with state and federal legislation, district regulations and other specially funded program requirements.
- Using in-depth knowledge of multiple academic disciplines, identify and evaluate high impact issues, and provide strategy and direction to multiple departments and major functional areas; develop short and long-term objectives for student success.
- Serve as a member of the district's cabinet facilitating and participating on committees as assigned.
- Assist the Superintendent in planning, recommending, formulating and implementing policies, procedures and accountability goals for the administration of the district's academic programs.
- Act in a liaison capacity between the Superintendent and division and department heads, administrators, labor unions, employee organizations, other school districts, public agencies, parents and the public, as directed.
- Assist the Superintendent with special studies, projects, investigations and correspondence.
- Direct and/or provide the preparation and maintenance of a variety of records and reports.
- Represent the superintendent at meetings of staff and community groups, as requested.
- Assist the Superintendent in developing background and information materials for meetings of the Board of Trustees.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

- Develop and prepare the annual preliminary budget for all academic/instructional departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, State, and federal agencies and associations to remain current on programs and issues that affect District academic instruction; present reports on initial findings.
- Supervise and evaluate the performance of assigned staff.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: leadership; developing effective working relationships; operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: organizational development principles and practices; techniques and strategies for managing a large, diverse organization; district curriculum and school instructional programs including the integration of educational technology; pertinent laws, codes, policies, and/or regulations; programs and issues that affect district schools; state content framework; current research and trends in curriculum; standard business practices; basic budgeting; contract administration and communications systems.

ABILITY is required to organize a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Ability to provide leadership, direction and accountability in the administrative and instructional functions of the district. Maintain current knowledge of applicable provisions of federal, state, and district laws, rules and regulations. Provide accountability and support to the instructional programs and operations for district schools. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is continual opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under a generally hazard free environment.

**Physical Requirements**

Hearing and speaking to exchange information and make presentations; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**Education and Experience**

A master's degree in education leadership or related field is required. A minimum of ten years of leadership experience in a school district or a large and complex organization with at least five of the ten years experience as a head of a major organizational unit in a school district or a large and complex organization is highly desirable.

**Required Testing**

None Specified

**Certificates Required**

California Teaching Credential  
California Administrative Services Credential  
Valid Drivers Licenses

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background Clearance

*Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*

*Management Job Description  
Adopted by BOT 5.26.15*