

**ASSISTANT SUPERINTENDENT OF LEADERSHIP DEVELOPMENT
AND SYSTEMS INNOVATION**

Purpose Statement

The job of Assistant Superintendent Leadership Development and Systems Innovation is done for the purpose/s of providing leadership and strategic direction for all professional learning; coordinates and monitors professional learning; builds the capacity of staff, educators and school leaders by providing high quality and differentiated professional learning resources and supports so that every student graduates prepared for success.

Essential Functions

- Establishes strategic goals for the professional learning of district staff; aligns staff and financial resources, builds culture, and drives performance to ensure goals are achieved.
- Participates with the Superintendent and other Assistant Superintendents to ensure best practices in district-wide strategic leadership and operational management to ensure the development and maintenance of a positive educational environment and program that meets the needs of the community and is consistent with the policies and direction of the Board of Trustees.
- Plans, directs, controls and oversees all aspects of the professional development programs for the District; develops and implements the professional development programs for certificated and classified staff; provides support and coaching to principals; identify leadership components and provides continuum of professional development across the district.
- Provide leadership and vision to district staff to ensure teachers and principals have the knowledge, skills, and technological tools to deliver the academic programming for the purpose of motivating teachers and principals to innovate and execute with excellence so as to accelerate student achievement and close opportunity gaps between racial, ethnic and economic groups.
- Oversee all professional learning, including manager, teacher, counselor, and classified professional development; monitor that quality and impact of learning adhere to guidelines for delivering effective adult learning and are aligned to district goals and priorities.
- Develops and implements the Professional Learning Strategic Plan, in conjunction with other staff, to support educator effectiveness and student achievement in all grades and content areas.
- Encourage cross-functional collaboration by communicating effectively and sharing knowledge and expertise with leadership teams.
- Collaborates to continue to develop and refine assessment strategies that are aligned with goals and complies with Federal, state and district needs. Develop and promote data-driven practices that support teacher effectiveness and educator data inquiry skills to inform and improve instruction.
- Through various avenues, develops systems to communicate and collaborate effectively with other district departments, as well as other divisions providing professional learning,

so that educators receive professional learning that is coherent, aligned to district goals, and informed by research-based practices regarding the needs of adult learners.

- Acts as an expert resource to other staff regarding best practices of adult learning; lead the development of protocols, guidelines, evaluation tools, and other resources to support high-quality professional learning across the district.
- Remains knowledgeable and up-to-date on research and best practices regarding professional development and systems innovation, implementation of standards, adult learning evaluation systems, and use of data to identify professional learning needs and monitor quality and impact of professional learning experiences.
- Provides support to the Superintendent and Assistant Superintendents; acts as a resource regarding principal evaluations.
- Administers instructional professional development programs for the purpose of improving teacher quality.
- Oversees all aspects of the leadership program to ensure high quality delivery and achievement of objectives; designs, develops, and creates training materials and planning activities necessary to meet program objectives.
- Designs and directs a wide variety of professional development services for certificated and classified personnel, develop instructional programs, promotional materials, and enrollment and tracking methodologies for the purpose of implementing professional development program activities that address training needs of the District.
- Researches a variety of topics (e.g. courses, materials, training, consultants, etc.) for the purpose of developing new programs that meet staff training needs.
- Monitors professional development (e.g. consultants, course outcomes, training staff, etc.) for the purpose of ensuring that performance outcomes are achieved within budget, department and district objectives.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Perform personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintain adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Attends meetings as assigned (e.g. Board meetings, trainings, hearings, etc.) for the purpose of conveying and/or gathering information regarding the district's education objectives.

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 conveying 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: age appropriate activities; adult learning theory, curriculum and instructional materials, concepts of grammar and punctuation; program assessment and reporting methodologies, employer-employee relations; contract administration; pertinent federal, state and local laws, codes and regulations; applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities; programs and issues that affect district schools; public education systems and county and community resources and agencies; programs and issues that affect district schools; effective staff development programs; standard business practices; basic budgeting; and 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. Flexibility is required to independently work with others in a wide variety of circumstance; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types 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 moderate. Specific abilities required to satisfactorily perform the functions of the job include; adapting to changing working 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 educational leadership or related field is required. Ten years of progressive experience in educational administration and/or experience in educational settings at both the site and district level. Significant experience in leadership development is desirable. A doctorate is preferred.

Required Testing

None Specified

Certificates Required

California Teaching Credential
California Administrative Services Credential
Valid Driver’s License

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 07/13/15*

Salary Range 1B