Napa Valley Unified School District

Position: Assistant Superintendent – Instructional Services

Department/Site: Instructional Services/ Education Center

Reports to: Superintendent

Summary
As a member of the Executive Team, under the direction of the superintendent, this position provides vision, leadership and administrative oversight to the Instructional Division including implementation of the District Strategic Plan. He/she will assist the Superintendent substantially in the ongoing establishment of goals, planning, development, execution and evaluation of instructional services and curriculum.

Distinguishing Career Features

Essential Duties and Responsibilities
- Leads the Instructional Division including regular and special education programs; Works collaboratively with other department and site leaders
- Provides oversight to ensure understanding and promotion of educational objectives districtwide;
- Promotes equity and excellence and sets high expectations for teaching and learning; promotes an effective learning environment for all students
- Maintains open and effective two-way communication; promotes the district’s mission and vision; serves as an information resource; keeps stakeholders informed about emerging issues
- Guides development, implementation and evaluation of standards-based curriculum, intervention, assessment systems and the integration of educational technology
- Directs and evaluates district-wide staff development programs aligned with a clearly articulated philosophy and shared vision of learning
- Organizes, leads and advises District level committees
- Helps develop and implement the district’s Local Control and Accountability Plan; identifies and develops partnerships that enhance district services
- Analyzes data to measure the effectiveness of the total educational programs and improve student outcomes; Advances the change process; implements strategies within clear timelines to accomplish organizational objectives
- Keeps informed about current policy, research, trends and developments in all areas of education and interprets these matters for staff as necessary; Assists in the development of District policies and administrative rules
- Supervises and evaluates management and classified personnel
- Administers the budget for assigned areas of responsibility in alignment with strategic goals
- Prepares, publishes and presents reports and other documents related to District programs and services at the request of the Superintendent and Board
- Ensures compliance with Federal, State and local laws, policies, guidelines, and directives that apply to programs
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent

Abilities
The Assistant Superintendent of the Instructional Division must have the ability to travel among district school sites and community locations, serve as part of a District team, and interact collaboratively with colleagues and associates in a relationship-building manner. The Assistant Superintendent must be able to communicate effectively in oral and written
form. The position requires the successful candidate to interact and work effectively with people from diverse backgrounds. The position requires strong organization skills. The Assistant Superintendent must be able to become familiar quickly with district personnel and understand policies, administrative regulations, building and departmental procedures.

**Physical Abilities**
Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work, auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone; capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

**Education and Experience**
- **Experience:** Successful teaching experience, a minimum of five years of administrative experience (preferably not less than two years at the district level), progressively responsible professional experience in administrative positions that are related to the duties of this position, and a demonstrated ability to work with personnel at all staff levels.
- **Qualifications:** The minimum requirement is a valid California credential authorizing administrative service. Specific preparation in curriculum, instruction and administration, and such alternative qualifications as the Board may find appropriate and acceptable.
- **Valid California Driver's License**

**Working Conditions:** Work includes duties in district, school and classroom environment.