

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT OF SCHOOLS

BASIC FUNCTION:

Under the direction of the Deputy Superintendent of Education Services and Schools, assume administrative responsibilities for the management and function of schools, including Alternative Education, Adult & Community Education, and Career and Technical Education and pertinent business and Institutes of Higher Education partnerships.

ESSENTIAL FUNCTIONS:

Serve as a member of the Superintendent's Executive Cabinet

Serve as a member of the Deputy Superintendent's Leadership Team

Serve as a member of the District's Bargaining Teams as assigned

Attend all Board Meetings; including the provision of information/presentations to the Board as directed by the Deputy Superintendent

Develop Business and Institute of Higher Education partnerships

Integrate educational services with other Executive Cabinet members

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; conduct investigations involving student and employee matters; oversee staff development for Directors, Principals, and other assigned staff.

Attract, retain and develop Directors of Schools

Monitor the progress of schools and educational programs through the examination of essential input, output, and outcome data

Conduct thorough gap and cause analyses to determine optimal courses of action for the continuous improvement of schools and student performance

Participate in the District's LCAP development and site LCAP approval processes

Determine professional growth needs, (including professional learning and professional development), provide and evaluate PL/PD for assigned staff

Oversee the recruitment, hiring, development and retention of school Principals

Assist in the planning, implementation and evaluation of appropriate recommendations from the state reports regarding secondary education reform

Provide leadership support to the design and building of new schools and determination of school boundaries and locations

Perform related duties as assigned

Utilize technology for communications and work function/product development

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education code, administrative and board policy, LCAP requirements, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility.

Curriculum, instruction, and assessment principles and strategies

Systems thinking and theory

Student and staff wellness

Successful Family and Community Engagement programs and services

Continuous improvement principles and practices including program evaluation

Educational Equity

Characteristics of high quality teams

Human growth and development

Adult learning theory

Cognitive learning theory

District/school budget development

Effective collective bargaining practices including Interest-Based Bargaining

ABILITY TO:

Be an effective and intense advocate for children and families

Effectively and accurately, analyze learning systems and determine appropriate improvement strategies toward transformative results

Maintain focused direction, and coherence of priorities, goals, measures and actions

Function with integrity, and honesty within the organization

Develop capacities in others

Function transparently

Maintain responsibility and accountability of self and secure it in others

See the value in the diversity of others

Show empathy and be open to the humanity of others

Continuously learn

Think creatively and link thought to careful planning, successful implementation and accurate measurement of results

Thrive under ambiguous and rapidly changing conditions

Respectfully and positively challenge the status quo

Effectively analyze, provide feedback to and improve lesson design and delivery, and the related assessment of students

Accurately forecast needs and opportunities

Lead and develop high quality teams by cultivating collaborative cultures

Communicate effectively to a broad and diverse audience using a variety of written and oral modalities

EDUCATION AND EXPERIENCE REQUIRED:

Master's degree or higher and management experience with progressively increasing responsibility.

Experience as a school principal

LICENSES AND OTHER REQUIREMENTS:

Appropriate California Teaching Credential
Administrative Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Travel within and outside the District required

BOARD APPROVED: May 1, 2018