

**ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

**PRIMARY FUNCTION:**

Under immediate supervision of the Superintendent of Schools, shall be responsible for the Student Supports and Learning Support Divisions of the District.

Professional Responsibilities:

1. Maintain an improvement focus.
2. Demonstrate strong communication skills.
3. Use sound judgment and display willingness to make decisions.
4. Serve as a strategic thinker to achieve organizational goals.
5. Provide leadership that creates a clear, compelling vision.
6. Serve as a collaborative member of the Superintendent's Cabinet to help shape and drive initiatives across the organization.

**ESSENTIAL FUNCTIONS:**

1. May act for the Superintendent in his/her absence.
2. Assist in public information and communications within and outside the District.
3. Evaluate and monitor instruction in all classrooms in the District.
4. Function as a member of the District Management Team, facilitating and participating on committees as assigned.
5. Meet and confer with a variety of groups and individuals including parents, representatives, District personnel and other authorities concerning individual students and instructional programs; meet with parents regarding specific school issues.
6. Direct, coordinate, implement and evaluate District programs in accordance with state and federal laws, District regulations, and other specially funded program requirements.
7. Conduct trainings and meetings to increase staff knowledge about policy changes, new programs, current best practices, and other pertinent information.
8. Responsible for supervision and implementation in areas of curriculum and instruction; special education; student supports and learning support.
9. Responsible for administration of educational services, including organizational development and structure, operation, and budget.
10. Assigns, supervises and evaluates department personnel.
11. Develops, implements, maintains, and evaluates the quality of curriculum and instructional services, categorical programs, student services, special education, and staff development.

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12. Supervises the district child welfare and attendance service, including pupil records, attendance and disciplinary control.
13. Coordinates district pupil resources with both governmental and non-governmental community resources for children.
14. Responsible for assisting in developing and implementing Board policies and administrative procedures.
15. Attends Board meetings and prepares reports for the Board as the Superintendent may request.
16. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
17. Reports on the status of district programs and services at the request of the Superintendent.
18. Serves upon assignment by the Superintendent as a resource person to all division and site administrators in the district.
19. Interprets and articulates the programs, philosophy and policies of the district to staff, students and the community.

Other Duties and Responsibilities:

1. Perform other duties within the instructional area assigned by the Superintendent.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, performance, and ability to communicate effectively.

**EXPERIENCE:**

Minimum of five years experience in a public school setting, with at least two years of progressively responsible management experience. Principal experience preferred.

**EDUCATION/CREDENTIALS:**

Bachelor's degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master's degree and a Tier 1 Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

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Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.