

LA MESA-SPRING VALLEY SCHOOL DISTRICT
CERTIFICATED ADMINISTRATIVE DESCRIPTION

ASSISTANT SUPERINTENDENT, LEADERSHIP AND LEARNING

PRIMARY FUNCTION:

Under the immediate supervision of the Superintendent of Schools, shall be responsible for the Leadership and Learning Division 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. Assumes primary responsibility for the coaching, supervision and evaluation of school administrators.
3. Function as a member of the District Management Team, facilitating and participating on committees as assigned.
4. Collects data from a variety of sources for the purpose of analyzing system issues and monitoring system components in support of school and district improvement.
5. Develops professional learning for current and potential leaders to build instructional leadership capacity and ensure highly-effective professional learning communities.
6. Supervises the design, delivery, implementation, and ongoing improvement of professional learning activities and services provided to district and school administrators.
7. Works with the superintendent and cabinet to develop district meeting structures to maximize organizational effectiveness.
8. Facilitates effective communication among district leadership, assistant superintendents, and school leaders.
9. Communicates with district and schools for the purpose of serving as a support and resource for the implementation of plans (e.g. LCAP, federal plans, School Plan for Student Achievement, etc.), identifying needs and/or developing and providing additional assistance for school sites.
10. Researches the most current leadership and instructional practices and pending legislation for the purpose of supporting improved student achievement in all curricula, anticipating future areas or trends needing to be addressed, and develops strategies to ensure quality implementation.

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11. Continues to extend the knowledge of related research, best practices, and available resources to support program design and improvement. Maintains ongoing relationships with foundations, vendors, and educational organizations that support leadership development. Shares best practices with school, department, and district leaders.
12. Participates actively in staff and other district meetings to maintain alignment between all divisions and the work supporting the development of school and department leaders.
13. Supports the selection, hiring, and development of leaders throughout the district.
14. Designs, develops, and evaluates instructional programs and materials for specified content areas and/or industry-related workforce development projects.
15. Facilitates analyses of school and district data that addresses beliefs and practices for the purpose of determining the degree to which all students are provided equitable access with an emphasis on underrepresented student groups; assist in designing action plans to address findings.
16. Analyzes and interprets test scores and/or appropriate data, and recommends instructional strategies and/or techniques needed to improve academic achievement.
17. Assists administrative, supervisory, and school-based personnel in implementing instructional programs, monitoring curricula, and identifying instructional materials.
18. Represents the district at school, business, and community meetings during business hours and non-standard business hours. Attends local, regional, and state meetings as a representative of the district.
19. Performs any other duties as assigned.

Other Duties and Responsibilities:

1. Perform other duties as 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.

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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:

Teaching credential as established by the state and local governing boards. Appropriate Master's degree and Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

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

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.