

MT. DIABLO UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT

Primary Function

Provides administrative leadership and assumes responsibility for the conduct and operation of all district schools and programs, as well as any educational programs or departments as assigned, and ensures that the district program of curriculum and instruction is implemented.

Directly Responsible To

The Superintendent of Schools

Supervision

Shall supervise and coordinate the activities of:

- K-Adult school principals
- Senior Administrative Secretary
- Any department leadership as assigned
- Other certificated and classified staff as assigned.

Major Responsibilities

1. Advise the Superintendent on a wide variety of District matters; receive direction on district priorities and programs and provide for proper implementation through District management staff.
2. Assists in the advancement of the district toward the accomplishment of the district's education goals.
3. Enforces school compliance with federal, state and Board of Education rules and regulations affecting education.
4. Acts as administrative head of the school system in the absence of the Superintendent when so assigned.
5. Assumes responsibility for the organization, administration, and supervision of the educational programs and services including the district programs as assigned.
- 6.. Develops and implements policies, procedures and regulations governing curriculum, instruction and the operation of schools and education programs.

7. Initiate and maintain ongoing and effective communication with community and parents regarding student achievement and school programs; support school-based parent outreach programs and strategies to engage parents in student learning.
8. Represent assigned schools; respond to parent complaints and participate in parent meetings as needed.
9. Support and monitor accountability for financial/resource strategies to support district initiatives and academic goals.
10. Monitor the quality of district instructional programs; develop, implement, monitor and evaluate site educational plans.
11. Supervise principals in analyzing student achievement data to align instructional and curricular programs to meet student needs.
12. Supervise principals in evaluating classroom implementation of common core standards and curriculum frameworks.
13. Serve as a liaison between Administrators, Principals and Superintendent, work with Administrators and Principals to resolve school-based concerns and problems and ensuring adherence to established policies, procedures and standards; advise and assist subordinates, as necessary, resolving problems as non-routine situations arise. Support the alignment of functions between schools and central office divisions.
14. Identify and recommend site administrative personnel through the Board-approved recruitment and selection process.
15. Supervises and coordinates the activities and responsibilities of the designated administrators of special areas as they pertain to schools and programs.
16. Maintains effective communications with community and schools; serves as a communication liaison between schools and central administration.
17. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
18. Provides for the continuous evaluation of the various educational programs and services of the district.
19. Counsels and assists administrative employees in the operation of their programs/services
20. Counsels and assists administrative employees in the operation of their programs/services.
21. Certifies that principals have demonstrated competence in instructional methodologies and teacher evaluation.

22. Makes presentations to the Board of Education and Superintendent concerning the educational programs and services of the district; convenes District administrators and staff to discuss District operations, services and issues; prepare agenda for and chair executive committees in the absence of the Superintendent.
23. Delegates to those under the supervision of this Assistant Superintendent such powers and duties deemed advisable, but continue to be responsible to the Superintendent of Schools for the execution of the powers and duties delegated.
24. Attends all meetings of the Board of Education unless excused by the Superintendent of Schools, and makes reports as requested concerning the educational programs and services of the district.
25. Attends job-related meetings and activities specified by the Superintendent of Schools.
26. Performs additional duties assigned by the Superintendent of Schools as an adjunct to regular stated duties and performs responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

### **Qualifications**

#### **Knowledge and Skills**

1. Knowledge of principles of instructional organization and management.
2. Knowledge of curriculum and the operation of K-Adult education programs.
3. Knowledge of laws, district policies, and regulations pertaining to secondary education and related programs.
4. Ability to support school sites or departments with crisis or emergency situations.
5. Ability to lead a complex organization and build leadership capacity
6. Ability to work effectively with all segments of the educational community and general public.
7. Ability to speak and write effectively.
8. Ability to analyze problems, make decisions or recommendations, and be responsible for those decisions.
9. Knowledge of the principles of staff training and development.

10. Knowledge of budget development, maintenance, and evaluation.
11. Skill in working with diverse groups and individuals in a manner that achieves district goals.
12. Skill in translating Board and district policy to various employees, individuals and groups.
13. Ability to supervise and direct a large staff or department.

### **Education, Training, and Experience**

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Successful experiences in providing leadership in a school or district setting.
3. Experience as a school site administrator.
4. Possession of an appropriate school administrative credential.

### **Physical Abilities:**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hand and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels, kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.