

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

Assistant Superintendent Educational Services

CLASS DEFINITIONS

To provide leadership in the ongoing development and improvement of the entire instructional program of the district and evaluate site administrators.

QUALIFICATIONS

Experience: Extensive experience as a teacher or administrator. Experience in the area of curriculum and instruction. District office level experience.

Education: A Clear Administrative Credential
Possession of a Master's Degree
Ph.D. preferred

SUPERVISION FROM

Superintendent

SUPERVISION OVER

Will supervise: Site Administrators in the areas of curriculum and instruction, Director of Curriculum, Curriculum and Instruction Programs, Special Services Programs, Categorical/Child Welfare and Attendance Programs, Alternative Education Programs, R.O.P., and other personnel as assigned.

ASSIGNED RESPONSIBILITIES

1. Assists in the formulation of a philosophy and objectives for the educational program.
2. Guides development, implementation, and evaluation of educational services.
3. Keeps abreast of current research and developments in education and furnishes leadership in determining the appropriateness of their inclusion in the District's educational program.
4. Encourages the development, publication, and use of appropriate instructional materials by the professional staff.
5. Guides development, implementation, and evaluation of preservice, inservice training and staff development programs for professional personnel.
6. Assists in the development of educational specifications for remodeling projects or new construction.
7. Maintains liaison and active participation with educational leaders at state, regional, and national levels.

8. Supervises all formal efforts of the professional staff in projects of educational improvement.
9. Plans and assists the Superintendent in presenting a series of meetings each year for the express purpose of interpreting the educational program to the Board, parent groups, and other interested members of the school community.
10. Utilizes current educational research in decision making and develops evaluation and assessment strategies for the purpose of improving student achievement.
11. Utilizes current educational research in decision making and develops evaluation and assessment strategies to insure continued improvement in student achievement.
12. Directs preparation of needed board policies, procedures, and administrative regulations for the superintendent's review and action.
13. Assists in the development of the district budget as it pertains to educational services.
14. Directs the design and development of systems of records, reports, forms, and data processing appropriate to the needs of the district.
15. Insures that the district offers comprehensive educational programs that meet the needs of all students.
16. Supervises district pupil personnel services including child welfare and attendance.
17. Assists the superintendent in the day-to-day responsibilities and operation of the school district.

TERMS OF EMPLOYMENT

Length of work year: 225 days

Length of work day: Eight hours exclusive of a lunch period

Salary range: Proper placement on the Certificated Management Salary Schedule

Board Approved: 4/9/96

Revised: 4/17/01