

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee all education-related programs, activities and operations including curriculum, testing, staff development, categorical and special education programs as well as grant writing; to ensure adherence to applicable laws, codes and regulations and Board policies; to maintain the mission and educational goals of the District; to coordinate assigned activities with each school site; and to provide highly responsible and complex administrative support to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Superintendent.

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume responsibility for and the administration of the District's curriculum, testing, categorical, ROP, adult education and independent study programs, staff development and special education programs; coordinate program budget development and administration; collaborate with executive and management staff; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and request budgetary adjustments as appropriate and necessary.
2. Promote, direct, manage and oversee all federal and state categorical programs, ROP, special education, adult education and independent study programs, grants and/or directives in a manner that assures the furtherance of district educational goals.
3. Develop and implement goals, objectives, policies, and priorities related to educational services, coordinate with school administrators and other staff. Evaluate staff reporting to the Educational Services Officer in the areas of special education, technology, curriculum development and staff development as appropriate.

Director Educational Services

4. Represent the District to the Board and outside agencies on matters related to curriculum, testing, staff development, categorical and special education programs, and activities; interpret Board policies, education code, and related laws; draft Board policy; and recommend actions to the Board.
5. Coordinate and collaborate with administrators on program audits and reviews; provide requested information; respond to inquiries as appropriate.
6. Provide staff assistance to the Superintendent; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
7. Attend and participate in professional group meetings; stay abreast of changes and new developments in educational programs, activities, and legislation.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of grant preparation and administration.

Principles of supervision, training, and performance evaluation.

Personal computer software applications including word processing and spread sheet applications,

and educational technology programs focused on student instruction and reporting accountability.

Pertinent Federal, State, and local laws, codes, and regulations.

Education Code, as well as other applicable local, county, state and federal requirements related to curriculum, testing, staff development, ROP, adult education and independent study programs, categorical and special education programs, and activities.

Ability to:

Plan, organize, direct, and coordinate the work of lower-level staff.
Select, supervise, train, and evaluate staff.
Lead and direct the operations, services and activities related to educational services.
Lead and direct the operations, services and activities related to educational technology services.
Identify and respond to employee, parental, and Board issues, concerns and needs.
Develop and administer departmental goals, objectives, and procedures.
Prepare clear and concise administrative reports.
Allocate limited resources in a cost-effective manner.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new educational services delivery methods and techniques.
Operate a personal computer.
Interpret and apply Federal, State, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for successful job performance.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in educational administration, preferably in a public school system.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work business administration preferably in education or a related field. Bilingual, oral, and written (Spanish) preferred, not required. A Master's degree is desirable.

LICENSE OR CREDENTIAL

Possession of an appropriate administrative credential issued by the State of California.

Director Educational Services

WORKING CONDITIONS

Environmental Conditions:

Office environment (working on a computer).

Physical Conditions (with or without aids):

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position. Hearing and speaking to exchange information and make presentations; seeing to read a variety of financial and statistical records and reports; dexterity to operate a computer keyboard.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Willing to work additional hours
Willing to travel locally

PERSONAL SKILLS AND QUALITIES:

High standards of ethics, integrity, and personal conduct
Reputation for open-mindedness, genuine interest in people, sensitive to the needs of others
High-level skills in verbal and written communications
High-level skills in problem solving
High-level interpersonal skills including excellent conflict resolution abilities, spirited capacity to listen and learn, tact, patience, and courtesy
Possess a sense of humor and enthusiasm

JOB PROFILE:

Annual Contract (214 Days)
Salary Range (Administrator Salary Schedule)
Management position

Board Approved: August 2022