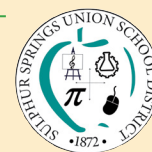




Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES

Definition

Under the direction of the Superintendent, responsible for providing services and the development of policies and procedures in such areas as curriculum planning and development, staff development activities, selection of textbooks, instructional media and materials and library services. Supervises the operation of the Instructional Media Center and its personnel. Supervises and evaluates selected Principals. Serves as a resource person for curriculum, instructional materials and staff development. Serves as a member of the Management Team in the formulation of district policies and their implementation. Formulates and recommends to the Superintendent educational objectives and priorities for the district. Supervises State, Federal and Categorical Programs. Plans district-wide staff development based on the Three Year Professional Development Plan.

Supervision Exercised or Received

Under the immediate supervision of the Superintendent.

Major Duties and Responsibilities

- Maintains knowledge of current laws, research and procedures in areas related to the Instructional Services Department, and provides the Governing Board, administrative staff, employees and other interested parties with related information.
- Assumes the responsibility for budget development and long-range financial planning and advises in the development of comprehensive and long-range plans. Administers a budget and appropriation control for areas of fiscal responsibility ensuring that departments/schools operate within approved budget constraints.
- Maintains expertise in curriculum development and remains knowledgeable about current practices, and trends through ongoing training, course work, and participating in workshops, in-service and conferences.
- Maintains responsibility for planning, coordinating and ensuring that all curriculum programs are carried to completion.
- Provides advice, consultation, and assistance to the professional staff in the development and execution of effective instructional methods and programs.
- Supervises the operation of the District Instructional Media Center.
- Provides leadership in the development of instructional standards including proficiency of students.
- Supervises the adoption and ordering of new district textbooks including the organizing of instructional materials committees in accordance with district policy.
- Supervises the district-wide programs including BTSA-Induction, peer assistance and review program, library/media services, gifted education, testing and evaluation, bilingual education, state and federal projects, and grant projects.
- Other duties as assigned.

Employment Standards

This classification is an executive cabinet-level position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications

- Master's Degree with graduate study in curriculum development, supervision and staff development
- Appropriate California Administrative Credential
- At least five years of successful experience in elementary education including successful experience in supervision and administration
- Ability to analyze district needs in light of fiscal constraints; analyze and verify documents and reports; prepare comprehensive reports and multiyear projections
- Knowledge of Federal, State, and local laws, rules and regulations pertaining to public education
- Knowledge of elementary curriculum, learning theory, child growth and development, and the ability to assist teachers.
- Valid California Driver's License

Performance Responsibilities

The following tasks are essential elements of this position pursuant to the Americans with Disabilities Act, 1990.

- Supervise the activities of the operating units within the Instructional Services Division
- Plan, organize and direct budget development, management and control
- Make clear and comprehensive presentations to the Board, staff, employee groups and community on school district curriculum and other issues relating to instructional services
- Advise and assist the superintendent and cabinet in the formulation and administration of policies
- Advise and counsel certificated and classified administrators on laws and regulations
- Confer with Federal, State, County and local officials on matters pertaining to district support services
- Establish sound operational standards and procedures, including internal accounting and administrative control for assigned personnel
- Serve as a member of the Superintendent's cabinet and participate in overall district planning, decision making and operation
- Communicate effectively in oral and written form

Assistant Superintendent of Instructional Services – Page 3

Additional Requirements

Mental Demands

- Language skills
Ability to read, interpret, apply and explain applicable laws, regulations policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups.

- Mathematical skills
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions; compute statistics, information and recommendations related to the instructional affairs of the district; prepare clear, concise and complete information and reports.

- Reasoning ability
Ability to define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions; read analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex issues and problems, manage multiple projects simultaneously.

- Other skills and abilities:
Demonstrate a knowledge of:
 - *Principles and practices of public administration functions, programs and services including organization, personnel, fiscal and instruction management.
 - *Fundamental application of data processing
 - *State and federal laws, codes and regulations applicable to instructional services of the district.
 - *Budget preparation and control.
 - *Principles and practices of administration, supervision and training.
 - *Oral and written communication.
 - *Plan and conduct validation studies and review of job-related selection instruments.
 - *Train, supervise and evaluate assigned staff.
 - *Conduct research, survey and special analyses.
 - *Establish and maintain effective and cooperative relationships with others.
 - *Assure compliance of policies and procedures with applicable and statutes and regulations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assistant Superintendent of Instructional Services – Page 4

- **Body movement**
Regular Activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.
- **Lifting requirements**
Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 10 pounds.
- **Vision requirement**
Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

Work Environment

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Abilities and Working Conditions of Continued Employment

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of this position. Sulphur Springs School District encourages persons with disabilities who are interested in employment for this position and need reasonable accommodation of those disabilities to contact the Human Resources Department for further information.

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: June 2, 2004