

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: ASSISTANT SUPERINTENDENT, INSTRUCTIONAL SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, the Assistant Superintendent, Instructional Services is responsible for providing leadership in the development, implementation, coordination, and evaluation of the district's curriculum, instruction, assessment, and staff development.

### **RESPONSIBILITIES:**

- Develop, organize and coordinate, the district instructional programs
- Develop, monitor, and manage all curriculum activities as prescribed in the district's Strategic Plan.
- Assist the Superintendent in facilitating and coordinating the Strategic Planning process.
- Plan, develop and coordinate the district wide staff development programs.
- Plan and implement the New Teacher Orientation Program.
- Provide curriculum assistance to site administrators.
- Provide leadership to principals and staff in identifying school needs as a basis for developing school plans.
- Coordinate summer task forces as related to curriculum, instruction, and assessment
- Facilitate textbook adoptions and related staff development.
- Prepare all regular curriculum reports for the Board as well as any other necessary reports.
- Oversee categorical programs.
- Direct, review and evaluate results of state and district wide assessment programs.
- Coordinate all formal efforts of the staff in projects of curriculum improvement.
- Interpret the curriculum and its philosophy to the Board, administration, staff and the general public.
- Oversee the planning and implementation of summer school programs.
- Prepare district policies as requested by the Superintendent.
- Develop and administer the annual budget for Instructional Services Department and related programs.
- Supervise and evaluate the performance of assigned staff.
- Facilitate articulation of the district programs with the high school district.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform other duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Knowledge of current theories, practices and procedures relative to the management of district level operations in instructional services.
- Knowledge of standards-based instruction and curriculum.
- Experience in directing the development and implementation of significant district-wide curricular activities.

- Knowledge and skill in the development, coordination, and implementation of a variety of budgets.
- District policies.

**ABILITY TO:**

- Evaluate instructional programs and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

**QUALIFICATIONS:**

- Master's Degree with emphasis in administration, supervision, and/or curriculum development required.
- Valid teaching and administrative services credentials required.
- Doctorate in curriculum/instruction or administration, desirable.

**EXPERIENCE:**

- Expertise in the area of standards, instruction, and assessment.
- Experience as principal highly desired; district office administrative experience, desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office Environment

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting for extended period of time
- Reaching overhead, above the shoulders and horizontally to retrieve and store files
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing, including close, distance, and peripheral vision, to ensure proper supervision of students and to facilitate communication with students, staff, parents and community.
- Seeing to read a variety of materials.

**SALARY:**

Placement on the Certificated Management Salary Schedule.