

HUNTINGTON BEACH CITY SCHOOL DISTRICT

POSITION SPECIFICATION

CLASS TITLE: ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of the District Superintendent, leads the education division in the planning, development, implementation, delivery, and evaluation of instructional programs for all students; serves as a contributing member of Superintendent's Cabinet; provides decisive, dynamic leadership and supervision of curriculum and instruction including special education, state and federal categorical programs, pupil services, early childhood education, program evaluation, and staff development; fosters continuous school improvement in academic content standards and assessment, teaching and learning, professional development, parent engagement, and governance and funding; ensures compliance with policies, practices and procedures; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Responsible for curriculum development, planning and evaluation; enhance instruction and policy development related to curriculum and instruction; provide for the development, administration and evaluation of categorically funded programs including health services; provide for the development, administration and evaluation of special education, English learner, early childhood education, extended learning, gifted and pupil personnel services programs; administer district and state mandated testing programs; and monitor the levels of district compliance with federal and state laws, agency regulations and Board policies. E

Provide leadership in the areas of assessment, implementation and evaluation of inservice training programs for staff and individual schools; coordinate services of resource people with individual school principals. E

Provide for the coordination of the Curriculum Lab services with the schools; serve as a resource regarding professional literature; oversee the selection, distribution and inventory of instructional materials; assist in the identification of community resources to reinforce the instructional program. E

Provide for the organization and implementation of district advisory committees for categorically funded programs in compliance with legal requirements. E

Complete required reports and identified grants within defined timeframes. E

Assist in the preparation of budgets related to curriculum and instruction and related support services; develop projected income and expenditures of categorically funded programs; manage the budget and account for such funds. E

Attend conferences, county and regional meetings and workshops; read relevant materials at home and at work; perform objectives leading to the acquisition of extended knowledge of improved technical skills and work habits. E

Assist subordinates in establishing objectives and evaluating performance. E

Assist in developing district budgets, policies and procedures; participate in Cabinet meetings; prepare for Board meetings and follow up as needed; participate in long-range planning activities and management team meetings. E

Assist in the evaluation and recommend revisions of Board policies to assure compliance with the law. E

Maintain a positive image of the district through public relations, press relations and community relations; maintain a positive image of the Educational Services office as it relates to services provided.

Develop and process contracts with consultants or other districts providing personnel service.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Applicable sections of state education code and other applicable codes, laws, rules and regulations related to assigned activities; public education system, county and community resources and agencies; interpersonal skills; conflict resolution strategies and procedures; team building methods and techniques; state frameworks; current research and trends in teaching and learning; principles and practices of administration, supervision, and training; curriculum and instruction design and delivery systems; evaluation processes that determine program effectiveness; second language learner curriculum and instruction; state and federally funded programs; special education; early childhood education; staff development programs; best instructional practices and strategies; assessment instruments; oral and written communication skills and computer literacy; modern office practices, procedures and equipment; record-keeping techniques; budget preparation and control; diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of district students.

ABILITY TO: Plan, develop, implement, deliver and evaluate general curriculum and instruction, special education, categorical programs, pupil services, early childhood education, program evaluation, staff development and other areas as assigned by the Superintendent; implement collaborative and team building processes; plan and implement staff development programs; establish and maintain collaborative and effective working relationships with others; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and

procedures; train, supervise and evaluate personnel; motivate staff to implement planned changes; develop, implement and evaluate instructional strategies; coordinate a variety of schedules; meet schedules and time lines; work independently with little direction; plan and organize work; exchange information and make presentations; read a variety of materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, administration or related field; three years administrative experience; five years teaching experience; district level educational services experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Credential; Appropriate Teaching Credential; Valid California driver's license.

WORKING CONDITIONS:

PHYSICAL DEMANDS: While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information of skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with district and program personnel, school administrators, managers, staff, vendors, the public and others encountered in the course of work.

WORK ENVIRONMENT: The employee will work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee frequently drives to district sites, training facilities, community meetings and other locations as needed.

9/2010