



ASSISTANT SUPERINTENDENT FOR INSTRUCTION

Position Summary

Assist the Superintendent in the administration of the School District by overseeing elementary and secondary schools, educational support services and research and data for the District. Serve as a member of the Superintendent's cabinet guiding the overall direction of the District.

Supervisory Relationships

Reports to the District Superintendent. Directly or indirectly supervises all staff in the Instruction Department, Educational Support Services (ESS) and Research and Planning.

Primary Duties and Responsibilities

1. Direct the planning, development, and implementation of all District instructional programs by working cooperatively with administrators of Elementary, Secondary and Educational Support Services to provide an appropriate and relevant education for all District students.
2. Direct the monitoring and evaluation of instructional programs; help establish criteria, goals and procedures to be used to ensure the delivery of consistent high quality instructional services.
3. Oversee the operation and programs of elementary and secondary schools. Work with the instructional directors and the Human Resources Department to assist administrators in their functions by problem-solving and responding to their legal, contractual, policy and procedural questions so that decisions and actions are in the best interest of students, staff, administrators and the District as a whole.
4. Work directly with the Superintendent and other staff to develop skills and practices that will improve the performance of district employees. Support teachers and administrators in meeting standards and practices of state license requirements.
5. Provide leadership and oversee the District's efforts to eliminate student achievement and opportunity gaps. Identify opportunities for improvement and direct and implement changes.
6. Collaborate with outside agencies and community partners as designated by the Superintendent; serve as the Superintendent's representative at functions and on committees or task forces.
7. Oversee departmental work activities; including establishing appropriate service and staffing levels; assigning projects and programmatic areas of responsibility; allocating resources accordingly; reviewing and evaluating work methods and procedures; and meeting with key staff to provide direction, as well as identify and resolve problems.
8. Oversee the establishment of appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
9. Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints, recommend and administer disciplinary actions in collaboration with applicable directors and the Human Resources Department; and handle sensitive personnel matters and recommend grievance responses.

10. Develop and administer the department's annual operating budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; monitors budget utilization by schools, department administrators and supervisors.
11. Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.
12. Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.
13. May serve as a member of the District's collective bargaining team. Ensure that the Board's position is properly represented in negotiation and that the resultant contract is in the mutual interest of both the District taxpayers and representative employees.
14. Complete special projects as assigned, assist administrators with problem identification and solutions, mediate disputes, and develop written reports as appropriate.
15. Participate in District-wide decision making activities and work directly with the Superintendent to identify issues and practices that affect the future of the District.
16. Interpret and enforce District policy as it relates to schools, instruction and student services.
17. Oversee the distribution of resources to schools through the identification of needs and establishment of priorities.
18. Oversee grant writing management and administration to obtain funding for enhanced instructional programs.
19. Recommend to the Superintendent, in conjunction with the Human Resources Department, the hiring and placement of school principals.
20. Attend school board meetings and board retreats as directed by the Superintendent.
21. Assist with school community relations. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Speak to staff, parent, and student-based school groups.

Qualifications

Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of educational policy and management.
2. Knowledge of the principles and practices of staff and organizational development.
3. Knowledge of principles and practices of developing staffing plans and schedules for operating schools.
4. Knowledge of pertinent State law and District policy as it relates to schools.
5. Knowledge of current research in school improvement planning.
6. Knowledge of the principles and practices of budget preparation and administration.
7. Knowledge of the principles of supervision, training and performance evaluation.
8. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
9. Skill in providing leadership in the resolution of complex problems and issues.
10. Skill in directing professional, technical and administrative support staff.
11. Ability to develop and administer department goals, objectives and procedures.
12. Ability to direct, organize, and coordinate the programs of a large and diverse department.
13. Ability to research, analyze and evaluate new service delivery methods and techniques.
14. Ability to communicate clearly and concisely, both verbally and in writing.

15. Ability to establish and maintain effective working relationships with key stakeholders including District administrators, staff, various private and public agencies and organizations, the public and other interested groups.

Education and Experience:

- Master’s degree or higher in education or related field and a minimum of fifteen years of experience working in the field of education, including leadership experience in a school, district central office or other educational organization; or any combination of experience and training that provides the required knowledge, skills, and abilities.
- The employee must hold a current and appropriate TSPC administrative license.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Assistant Superintendent
Approved by	Dr. Gustavo Balderas – Superintendent Cydney Vandercar – Director of Human Resources
Last revised	November 16, 2015