

**NOVATO UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**Assistant Superintendent of Education Services**

**Classification:** Certificated Management

**Reports to:** Superintendent

**Work Year:** 222 days

**Salary Range:** Per Contract

**Education and Credential Requirements:** Appropriate Administrative Credential

**Primary Function**

Under the direction of the Superintendent, the Assistant Superintendent of Education Services provides direction and oversight in the development, coordination, implementation and evaluation of the district's PreK-12 educational program including curriculum, instruction, assessment, special education, student services programs, and staff development to achieve alignment with the Local Control Accountability Plan (LCAP), the Local Education Accountability Plan (LEAP), and to support transformation of schools through innovation and support of instructional technology.

**Representative Duties and Responsibilities**

1. Coordinate and facilitate programs that involve diversity, college and career readiness, closing the achievement gap, etc. to achieve District Goals
2. Oversee all aspects of instructional programs including ELD, GATE, MSA, STEM, etc.
3. Stay current on legislation, school reform, research, instructional strategies and new educational technology
4. Supervise, coordinate, and evaluate the Director of Special Education, Director of C&I/Innovation, and supporting coordinators.
5. Interview and select employees, and recommend transfer, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates
6. Supervise educational programs in accordance with legislative mandates and adopted policies
7. Plan, organize, and direct curriculum and instructional programs and materials for grades PreK-12 including implementation of Common Core State Standards to improve student achievement.
8. Assess needs, plan, organize, facilitate and evaluate district-wide professional development activities
9. Provides leadership in the implementation of Common Core State Standards including professional development related to best instructional practices related to implementation of standards.
10. Ensure program effectiveness, efficiency, and compliance with appropriate policies, laws, and regulations
11. Develops long and short range goals and objectives and progress reports
12. Assist with organizing, directing and reporting on state and District programs
13. Participate in community affairs and coordinate school business partnerships
14. Partners with the Assistant Superintendent of Business in the development, implementation, and revision of the District LEAP and the District LCAP
15. Develop and prepare the annual budget for curriculum and instruction, special education, student services; analyze programs and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines
16. Communicate with other administrators, district personnel and staff to coordinate activities and programs, resolve issues and conflicts and exchange information
17. Coordinate and, as appropriate, facilitate principal meetings
18. Collaborate regularly with all members of the District management team
19. Oversee student services activities including but not limited to discipline reporting, suspensions, expulsions, attendance issues, intra/inter district transfers, and other related areas
20. Serve as a liaison between the District, state, county and school sites regarding academic programs
21. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files
22. Prepare Board Reports and contribute to District communications

### **Desired Qualification**

- Master's degree or equivalent training in education or a related field
- Three years of administrative experience in educational administration at the district or county level
- Previous experience as a teacher or service provider
- Experience as a site level principal
- Experience in implementing Project Based learning
- Experience in supporting pedagogies that are supported by instructional technology
- Previous experience working effectively with culturally and linguistically diverse groups
- Successful experience in areas of conflict resolution
- Ability to use a consultative approach to resolving work related issues
- Ability to speak a language in addition to English (Spanish preferred).
- Experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes
- Ability to seek quality service and process improvements in order to support NUSD's strategic vision
- Communicate effectively in the English language both orally and in writing

### **Ability to:**

- Maintain professional relationships with pupils, parents, colleagues and supervising staff members.
- Motivate staff to continue to grow profession
- Establish effective rapport with staff
- Adapt plans to meet changing needs
- Display the use of good judgment in making decision
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment
- Maintain consistent, punctual and regular attendance

### **Licenses and Other Requirements:**

Valid California Administrative Credential

Valid California Teacher Credential

California driver's license and be insurable

### **Working Location:**

NUSD District Office