

MANAGEMENT JOB DESCRIPTION

**ASSISTANT SUPERINTENDENT OF ACHIEVEMENT,
INSTRUCTIONAL DESIGN, AND INSTRUCTION SERVICES AND
SUPPORT**

JOB SUMMARY:

Serves as the Chief Achievement and Instructional Design Leader of the District and works cooperatively with other staff members toward achievement of District instructional policies and goals. Provides innovative leadership for the improvement of all students with an emphasis on English Learner (EL), Foster Youth (FY), and Low Income (LI) students. Serves as liaison to schools and educational centers, providing support and brokering services. Provides direct support to target schools. Serves as Cabinet member and Superintendent Designee.

DIRECTLY RESPONSIBLE TO:

Superintendent of schools.

IMMEDIATE SUBORDINATES:

Directors, Coordinators, and Project Specialists of curriculum, special projects, instructional design teams, and other staff members as assigned.

ESSENTIAL JOB FUNCTIONS:

- Works closely with the Instructional Services and Support (ISS) team to lead the supervision of school sites and actively support the leadership development of a cohort of school leaders.
- Provides leadership for and co-coordinates the instructional program for the District.
- Co-coordinates information and presentations for Board meetings and updates.
- Collaborates with the ISS team and other District leaders to develop differentiated school support plans.
- Supports and monitors the delivery of educational programs at an identified set of schools, many of which serve EL, FY, and LI students, overseeing curriculum and staff development.
- Promotes the District's instructional focus at school sites; reviews, monitors, and assesses site-based achievement plans to eliminate achievement gaps.
- Provides visible District level leadership, support, and guidance across all assigned school sites; takes part in school community family engagements.
- Collaborates with school site leaders and centralized District departments to develop, implement, regularly evaluate, improve, and redesign instructional programs toward increasing student achievement at underperforming schools and closing the achievement gap at all schools.
- Navigates and partners with centralized District departments to resolve student issues related to placement, transfer, discipline, complaints, appeals, investigations, and litigations.

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- Develops and implements a strong talent strategy to supervise and evaluate the performance of assigned personnel; interview and select employees; and recommend transfers, reassignments, terminations, and disciplinary actions as needed.
- Prepares and manages annual budget and resource planning for his/her assigned area; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures with established guidelines.
- Represents the District as a chair or attendee at meetings in partnership with the City of Chula Vista and County of San Diego, human services agencies, business/industry, and judicial and law enforcement agencies.
- Co-coordinates evaluation of the educational program.
- Oversees the identification and plans for programs of professional growth for all staff.
- Serves as a member of the Superintendent's Cabinet, the chief purpose of which is to maintain top-level communications on all matters related to the successful operation of the school program.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Applicable credentials: Standard Elementary, Multiple Subject, CLAD, Specialist credentials (e.g. Ryan Act Administration), Tier I Administrative Credential.
- Training and Experience: Advanced degree in appropriate field (M.S. or Ed.D.). Cabinet level-experience or comparable required. Five years of progressively responsible experience in education administration, including serving as a site principal required. Evidence of highly successful teaching experience.

Management Salary Schedule

BOARD APPROVED: 06/19/19

REVISION DATES: