

Assistant Superintendent, Equity & Support Services

Purpose Statement

The job of Assistant Superintendent, Equity & Support Services is done for the purpose/s of managing the overall delivery of the curriculum and student programs and work-force preparation services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the Superintendent's Advisory Team.

This job reports to Associate Superintendent

Essential Functions

Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, district, county government, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

Compiles data from internal and external sources (e.g. conducts a variety of organizational studies, investigations, operational studies, administrative/analytical and other special projects assigned by the Associate Superintendent and/or Superintendent, etc.) for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Conducts in-service training programs for teachers and administrators for the purpose of providing information on current trends, educational and regulatory changes and meeting professional growth requirements.

Develops programs for managing curriculum content, textbook adoption, school improvement plans, etc. (e.g. assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures, etc.) for the purpose of facilitating learning and ensuring compliance with established guidelines.

Develops the annual preliminary budget for assigned budget(s) (e.g. analyze and review budgetary and financial data, control and authorize expenditures in accordance with established limitations, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and fiscal practices are followed.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.

Manages and directs the activities and operations of Equity & Support Services Division (e.g. program development, services to County Office programs and districts inter-agency resource development, grant writing and public relations programs, services, and functions, etc.) for the purpose of achieving organizational objectives while complying with established requirements.

Performs a variety of personnel administrative functions (e.g. employee selection, coaching, performance evaluation, staffing formulas, reductions in force, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Provides technical expertise, information and assistance to the Superintendent and Associate Superintendent (e.g. formulation and development of policies, procedures and programs; identification of resource needs; establishment of appropriate service and staffing levels and allocate resources, etc.) for the purpose of developing and implementing services and programs and achieving operational goals.

Recommends solutions to a wide variety of complex issues (e.g. coordinates of inter-agency, state, regional and county resources to meet the needs of school districts in support of curriculum cycles and instructional initiatives for grades K - 12; coordinates of county wide staff development activities in specific areas; serve as liaison between state and school districts in the areas of curriculum and instruction, etc.) for the purpose of addressing the curriculum and education needs of the district.

Researches a wide variety of topics related to curriculum and instructions and student services (e.g. policies, best practices; trends, legislation, etc.) for the purpose of ensuring compliance with established requirements, securing general information for planning, taking action, and/or responding to requests.

Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current trends and best practices within curriculum, instruction and assessment; concepts of professional growth; education code; federal and state grants management; pertinent codes, policies, regulations and/or laws; and accounting/bookkeeping principles.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Master's degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Administrative Services Credential

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

12/1/2022

Salary Grade

127-220