

HEMET UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

BRIEF DESCRIPTION OF POSITION

Directly responsible to the District Superintendent, the Assistant Superintendent - Educational Services serves as the educational leader for all schools within the Hemet Unified School District. Responsibilities include both managerial and leadership functions.

EXAMPLES OF DUTIES:

Provides direction for the development and implementation of instructional programs consistent with the established philosophy, goals, and objectives of the District; plans, organizes, and implements educational services in schools to facilitate teaching and learning in the classroom; plans, organizes, and implements a balanced curriculum, courses of study, and alternative learning programs to meet the needs of a diverse student population; plans, organizes, and implements a system for programs and services' review and evaluation which identifies necessary modifications to improve results; plans, develops, and implements, with and through staff, a testing and evaluation program consistent with State mandates and guidelines which will result in efficient data gathering to provide adequate information to the Board, the staff, parents and students regarding student progress and achievement; plans, organizes, and implements, with and through staff, curriculum and instructional programs which result in an alignment between what is being taught and what is being tested; directly supervises and evaluates education services staff and the programs and services for which they are responsible including child welfare and attendance, special education, categorical projects, etc. Exercises authority as delegated by the Superintendent, evaluates the performance of each assigned principal regarding the achievement of the goals and objectives of District adopted educational programs and services; resolves complaints about assigned school operations; plans, organizes, and implements, with and through staff, an efficient system of data collection and report preparation which results in required and desired information and reports regarding all pertinent areas of educational services to National and State agencies, as well as the Board, the staff, and parents; advises the Board, Superintendent, and the entire school community of the educational issues that have emerged and the long range implications for the Hemet Unified School District, which will result in the staff being prepared for necessary changes; assists the Superintendent in developing reports and providing data to respond to the Board's questions and to provide the Board with systematic information regarding the problems and conditions in the elementary schools; keeps the Superintendent informed of any condition or happening which has significant positive or negative impact on schools in the district; assists the Superintendent and the staff in the development of policies related to curriculum, instruction, and student services for recommendation to the Board; plans, organizes, and implements, with and through staff, an efficient system for providing instructional resources including media, textbooks, and supplies facilitating the instructional programs; supervises and coordinates student activity and athletic programs in order to achieve greater participation and good sportsmanship; establishes and maintains contact with community agencies and organizations which provide educational resources and/or assistance to programs and services; works cooperatively with the Superintendent's Central Administrative Staff and the total Management Team to ensure support and articulation for the total operation of the District; adheres to the policies of the Governing Board, the laws and regulations of the State of California, and other applicable laws and regulations concerning the Hemet Unified School District; maintains a proactive role regarding all assigned duties; performs other related duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS

Credential: General Administration, Standard Administration or Administrative Services.

Education: Master's Degree, including all courses needed to meet credential requirements. Doctorate preferred.

Experience:

Three years of successful teaching experience. Site Principal experience required. District level administrative experience required.

Employment Status:

Certificated Management Position