

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	Associate Superintendent, Teaching and Learning
CATEGORY:	Senior Administrator, Exempt Certificated Management
REPORTS TO (BY TITLE):	Superintendent
SALARY RANGE:	Executive Management Salary Schedule, Range A
WORK YEAR:	12 Months, 220 Days
SUPERVISION:	This position is responsible for supervision over assigned management and support staff.

POSITION DESCRIPTION

Under the supervision of the Superintendent, plan, organize, control, and administer all functions of teaching and learning including curriculum development, selection and adoption of textbooks, and other instructional materials to assure a comprehensive, articulated curriculum and instruction program; assist with the integration of professional learning, instructional technology, and curriculum implementation.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Provide leadership in the planning, organization, and coordination of curriculum and related instruction to provide articulation of curriculum among elementary, middle, and high school programs; ensure the understanding of and the promotion of the educational objectives of the district.
- Create successful approaches to curriculum, instruction, integration of technology, and classroom management; focus the alignment of professional development activities with district priorities to close the achievement gap, provide cultural relevancy, and engage divergent learners.
- Work with the Chiefs of Schools in organizing appropriate grade-level and department meetings, as well as special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Provide leadership in the implementation of Common Core State Standards (CCSS) in all curriculum areas; provide and direct a system for implementation of state adoptions in the various subject areas, and assist curriculum committees in

formulating recommendations for district policies and procedures related to textbook adoptions.

- Provide constructive leadership in curriculum and instruction through visitation, observations, and meetings for the purpose of coordinating resources and involving staff in the planning and development of program changes.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Provide advice, consultation, and assistance for development and implementation of new district programs and changes in existing programs as they relate to curriculum and instruction.
- Demonstrate leadership in assessing needs, planning, administering, and evaluating a multifaceted in-service education program for both the administrative and instructional staff in the district; facilitate implementation of curriculum and instructional strategies; oversee the adoption and monitoring of new courses to be taught in the district.
- Ensure instruction is aligned to curriculum by using diagnostic formative assessments of the learning objectives and using a mastery learning approach.
- Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.
- Assure compliance of the district with all applicable statutes and regulations by remaining informed, interpreting requirements to appropriate teaching and administrative staff, and monitoring department operations and activities for compliance.
- Work with the Accountability Division to analyze student achievement, program design, and implementation and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.
- Communicate and collaborate with other administrators, district personnel, outside organizations, and state and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer.
- Direct the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.
- Perform related duties consistent with the scope and intent of the position.

JOB REQUIREMENTS

Experience

Successful experience in unifying, motivating, developing, supporting, and empowering administrators, principals, teachers, and support staff to succeed in improving outcomes for all students

Skills:

- Oral and written communication
- Public relations and facilitation
- Interpersonal skills such as listening, tact, courtesy, patience, and problem solving
- Decision making based on sound judgment, honesty and integrity to work effectively with students, district personnel, and community representatives

Knowledge of:

- State-of-the-art and innovative theories, techniques, and methodologies of instruction and district operations
- Intervention and enrichment strategies for students
- District curriculum, assessment, and instructional specifications
- State content frameworks
- Current literature, trends, and development in the field of curriculum, assessment, instruction, and professional development
- International Baccalaureate (IB) and Career Technical Education (CTE) curriculum
- Collaborative and team building strategies
- Effective "jump start" strategies for working with students who have low academic achievement
- Budget preparation and control
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, and objectives
- Principles and practices of management, supervision, and training
- Evaluation approaches, strategies, and techniques
- Operation of a computer and related software
- Expert knowledge of Common Core Standards and technology, current instructional programs, Educator Growth and Development Cycle, A-G graduation strategies, urban school innovations, and student needs in the area of instruction
- Knowledge of and ability to support the instructional needs of English learners, Standard English learners, socioeconomically disadvantaged students, students with disabilities, students identified as gifted, adult learners, and other students of various languages and cultures

Ability to:

- Provide leadership and direction to assigned program.

- Demonstrate effective teaching by aligning instruction to curriculum, using diagnostic formative assessments of the learning objectives, and using a mastery learning approach.
- Coach and mentor staff using a reflective approach for dialogue to reach collaborative learning.
- Deliver a service support mentality, and work collaboratively with other administrative leaders in carrying out the work of the district.
- Establish and maintain effective working relationships with staff, parents, and the public.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Plan and organize work to meet schedules and deadlines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and district standards of professional conduct as outlined in Board Policy.
- Be strategic and tactical in thinking, problem solving, and use of data to make informed decisions.
- Cope with crisis situations and to make immediate decisions.
- Maintain insurability by District Liability Insurance Carrier.
- Provide own transportation to sites during workday.
- Travel to various off-site and school locations.
- Work nights and weekends as needed.

Physical Requirements:

- Sitting for extended periods
- Fine manual dexterity
- Talking and hearing and understanding speech at reasonable volume
- Near and far visual acuity/depth perception/color vision/field of vision
- Ability to lift, carry, push and/or pull up to 20 pounds
- Reading printed matter and computer screens
- Ability to communicate so others will be able to clearly understand a normal conversation
- Bending, twisting, stooping and reaching

MINIMUM QUALIFICATIONS

- Seven (7) years of increasingly responsible leadership experience planning, organizing, and administering all functions of a teaching and learning program, part of which includes experience at a school site-level
- Master's degree from an accredited college or university with major coursework in educational administration or closely related field

DESIRED QUALIFICATIONS

Education

Doctorate degree from an accredited college or university

Experience

Experience as an Assistant or Associate Superintendent, or similar position

NECESSARY MATERIALS

Credential(s)

California Administrative Services Credential or be eligible for the California Administrative Services Credential and obtain it within one (1) year of employment

License(s) Required

Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.

Board Approved: 4/2/2014