

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Salary Schedule: #260

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Assistant Superintendent for Educational Services, serves as chief administrator responsible for the effective administration and coordination of curriculum, instruction, educational resources, research, testing, evaluation, staff development and training, operational policies and regulations, and other related functions.

JOB FUNCTIONS:

- Assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services with the financial resources available.
- Maintain a strong knowledge of laws and regulations relative to education.
- Administers the Districts' instructional program to include planning, implementation, and evaluation of the program.
- Administers and supervises curriculum services which includes consultants, curriculum development and curriculum materials services.
- Administers and supervises the District's staff development program.
- Assists Principals with the organization, administration and supervision of instruction in their schools.
- Administer and supervise the budgets for educational services and categorical programs.
- Assist in the development of policies and coordination of the execution of adopted policies, regulations, procedures and guidelines related to educational services.
- Effectively research and present understandable reports on information learned from research.
- Secure legal interpretation on education issues.
- Supervises such personnel as the Superintendent may assign either temporarily or regularly.
- Serves as a member of the Superintendent's Cabinet.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Serves on such lay or staff committees as the Superintendent may direct.

JOB TITLE: ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

Page 2

- Administer other duties as assigned by the Superintendent.

JOB FUNCTIONS - continued

- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned

Personal and Professional Qualities:

- Excellent health, vigor, stamina, and stability
- Skill in human relations
- Patience, wisdom, firmness as well as flexibility and adaptability
- Ability to write and speaks clearly and concisely
- Integrity
- Ability to participate in a participative style of management
- Appreciation of the need for accountability
- Strong professional and personal principles and the courage to fight to maintain them
- Ability to listen, observe and to absorb the concerns of the Board, staff, and community and to act upon needs
- Ability to manage in the areas of planning, organizing, controlling communicating and leading

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree

JOB TITLE: ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

Page 3

JOB QUALIFICATIONS – continued

Experience Required:

- Minimum of five years of experience in an administrative capacity within a school system.
- Experience as a site level administrator is desirable.

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position