

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: ~~May 21, 2014~~ **TBD**  
Revised: ~~February 20, 2019~~ **September 23, 2024**  
Salary Schedule: #260

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### JOB TITLE: ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Assistant Superintendent ~~for~~ **of** Educational Services serves as the chief administrator responsible for the effective administration and coordination of curriculum, instruction, educational resources, research, ~~testing,~~ **assessment, and accountability systems,** staff evaluations, staff development ~~and training,~~ **and implementation of** operational policies and regulations, ~~and other related functions.~~ **This position also oversees the adoption of instructional materials, college and career preparation, Pupil Services, Special Education, Career Technical Education, Adult Education, and Alternative Education Programs.**

### JOB FUNCTIONS:

- ~~Assist the Superintendent substantially and effectively in the task of providing~~ **Provides** leadership in developing, achieving, and maintaining the best possible educational programs and services **for students** ~~with the financial resources available.~~
- Maintain a strong knowledge of laws and regulations relative to education.
- **Develops, implements, and monitors standards for all programs pertaining to the District's special education, counseling services, psychological services, and English Language Learner services.**
- Administers the Districts' instructional program to include planning, implementation, and evaluation of the program.
- Administers and supervises curriculum services, which include 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.
- **Administers and supervises** the budgets for educational services and categorical programs.

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### JOB FUNCTIONS - continued

- Assumes primary responsibility for planning, developing, and monitoring the annual Local Control Accountability Plan and the LEA Federal Addendum.
- Assists 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.~~
- Secures 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~~ various committees as the Superintendent may direct.
- Administer other duties as assigned by the Superintendent.
- 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~~

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**JOB QUALIFICATIONS:**

**Knowledge of:**

- The California State Academic Content Standards and State frameworks and the ability to effectively develop curriculum programs using the Standards and Frameworks as cornerstone documents;
- California Standards for the Teaching Profession and California
- Professional Standards for Educational Leaders;
- State and local assessment systems;
- Planning, organization, and direction of the overall activities and operations of the Educational Services department;
- Applicable sections of the State Education Code and other applicable laws;
- Curriculum development, materials, and implementation;
- Board policies, administrative regulations, and procedures;
- Educational technology, student information services, data assessment programs;
- Local Control Accountability Plan and LCFF;
- Principles of public community relations;
- Advanced budget preparation, maintenance, and control;
- Excellent oral and written communication skills;
- Principles and practices of administration, supervision, and training;
- Public speaking and professional development training techniques;
- Public relations techniques.

**Ability To:**

- Plan, organize, and direct the overall activities and operations of the Educational Services department;
- Formulate and develop educational systems, policies, standards and procedures in compliance with a variety of federal, state, and local laws, rules and regulations;
- Supervise and evaluate the performance of assigned personnel;

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- Design and implement professional development and training programs;
- Provide technical assistance and serve as advisor to the Superintendent regarding assigned Departments and activities;
- Effectively resolve conflicts between employee and parent concerns;
- Represent the District at various meetings, conferences, and public events;
- Communicate effectively in English, both orally and in writing, using interpersonal skills that include tact, patience, and courtesy when interacting with others;
- Analyze situations accurately and adopt an effective course of action;
- Interpret and administer statutes, regulations, and policies;
- Work independently with little direction;
- Prepare comprehensive narrative and statistical reports within established deadlines;
- Apply curriculum development, implementation, and evaluation procedures and strategies;
- Establish and maintain effective working relationships;

EDUCATION:

- Master's Degree in education or related field

EXPERIENCE ~~Required~~:

- Five (5) years of successful teaching experience
- Five (5) years of successful administrative experience, including at least three (3) years of successful administrative experience as a site principal, secondary-level preferred
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision, budget development, facilities management, and community relations

CREDENTIAL AND LICENSES:

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- ~~Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)~~

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- ~~TB Clearance~~
- ~~Drug/Alcohol Clearance~~
- ~~Valid California Driver's License Criminal Justice Fingerprint Clearance~~

**WORKING CONDITIONS:**

**Environment:**

- Office/school campus

**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
- Hearing, at approximately 60 decibels, and speaking to exchange information
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Dexterity of hands and fingers to operate standardized equipment
- Mobility
- Gripping and grasping
- Twisting at waist

**EMPLOYMENT STATUS:**

- ~~Certificated Management Position~~