

# MORGAN HILL UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent, Educational Services

GENERAL DESCRIPTION: Under the direction of the Superintendent, the Assistant Superintendent, Educational Services supervises and coordinates the District's instructional programs and represents the Superintendent in assigned matters of District and community interest. The Assistant Superintendent serves on the Superintendent's cabinet and is an active participant of the District management group.

### DUTIES AND RESPONSIBILITIES

#### General

- a. Serves as liaison for and representative of the Superintendent in all assigned community related matters.
- b. Administers District policies as well as local, state and federal regulations as they apply to the instructional program.
- c. Recommends policies and procedures in areas of responsibility deemed important to the attainment of District goals.
- d. Represents the Superintendent in curriculum in matters related to the District's overall instructional program.
- e. Conducts, with the elementary and secondary administrators, regular meetings designed to enhance educational effectiveness of the District's instructional program.

#### Curriculum

- a. Coordinates all aspects of the K-12 instructional program including developing, implementing, evaluating and revising the Districts' instructional programs.
- b. Provides for an ongoing process of assessing student needs.
- c. Develops and monitors District's program evaluation.
- d. Coordinates, plans and directs inservice and professional development programs for certificated personnel.
- e. Plans and supervises programs for grade level and subject matter articulation and curriculum coordination (K-12).

- f. In cooperation with the Superintendent, evaluates the Director of Special Education/Special Projects and the Director of Instruction and Curriculum/Renaissance Learning Community, the curriculum coordinators and all school principals.

3. Community Relations

Involves parents and community in the development, implementation, and evaluation of the District's instructional program through District committees and other citizen groups.

Participates in community affairs.

4. Finance

- a. Develops and manages all special instructional budgets under administrative authority.
- b. Facilitates an understanding of the categorical budgets with staff and community and involves staff in the budgetary process.
- c. Assists in preparing the annual District budget as it relates to the instructional program.

5. Personnel

- a. Supervises the recruitment and selection of personnel in programs assigned to instructional/educational services.
- b. Supervises and evaluates classified and certificated employees assigned to instructional/educational services.
- c. Participates in the administrative and certificated selection process.
- d. Assists in certificated grievances.
- e. Serves on the District's certificated negotiations team.

6. Professional Obligations

- a. Keeps abreast of professional literature and recent research findings in education and employs such information in the District program.
- b. Participates on District and professional committees.
- c. Represents the District to other decision-making bodies when appropriate.
- d. Works closely and cooperatively with other District administrators as a team member of the District management group.

7. Authority and Functions

- a. May serve as Acting Superintendent in the absence of the Superintendent.
- b. Gives direction and makes assignments for district programs.
- c. Prepares Board agenda items and information relative to the needs of an assignment and attends Board meetings.
- d. Performs other tasks and functions as are assigned by the Superintendent.

8. Education

Equivalent to a doctorate or masters degree from an accredited college or university with major course work directly related to the particular service area to which assigned.

9. License or Certification

Requires a General or Standard Administrative credential issued by the California Commission on Teacher Preparation and Licensing.

10. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Approved: November 28, 1979

Reviewed and approved by the Board of Education:  
September 23, 1996