



QUALIFICATIONS FOR
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

TRAINING

- Required:
- Any credential(s) authorizing services as assistant superintendent for educational services in a unified school district
 - Master's Degree
- Preferred:
- Doctor's Degree
 - Training beyond credential requirements in organization, administration, curriculum and supervision

EXPERIENCE

- Required:
- Three years of experience in school administration
- Preferred:
- Experience as a building principal at the elementary and/or secondary school level
 - Central office experience, preferably in a line position
 - Experience in a relatively large unified school district

OTHER QUALIFICATIONS

- Knowledge of:
- Teaching techniques and methods
 - Curriculum planning and development
 - Principles of supervision and evaluation
 - Community relations methods
 - Human relations as applied to administrators, teachers, students and community patrons
- Ability to:
- Communicate well, both orally and in writing
 - Plan, organize, staff, direct and evaluate all of the functions of a comprehensive instructional program
 - Establish and maintain cooperative and effective working relationships
 - Provide leadership for a comprehensive instructional program, preschool through adult education
 - Establish and maintain a District-wide climate of high morale

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

Primary Function

The Assistant Superintendent, Educational Services, is a line position responsible for the total operation of the District's instructional program.

Duties and Responsibilities

The Assistant Superintendent:

1. Plans, organizes, staffs and directs all programs for which the Educational Services Division is responsible;
2. Selects, assigns, in-services and evaluates all assigned personnel;
3. Initiates, implements, coordinates and evaluates plans and procedures for revising, updating and refining the educational programs and operations of the District under his/her direction including appropriate in-service activities;
4. Communicates with school and District staff, parents and the community regarding educational policies, programs and operational procedures of the District;
5. Serves as a member of the Administrative Cabinet;
6. Directs and coordinates the in-service training program for certificated personnel;
7. Directs the operation and administration of the summer school program;
8. Directs the Mentor Teacher program;
9. Establishes, distributes and expands within budgetary restrictions, financial resources under his/her assigned classifications;
10. Assesses, interprets and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation or law;
11. Approves educational specifications for all material, equipment and buildings necessary for the operation of all the Educational Services Division;
12. Assists the Superintendent in carrying out other duties and responsibilities as directed;

13. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
14. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.