

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014  
Revisions: Pending Board Approval  
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 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.

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JOB FUNCTIONS - continued

- 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.
- 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

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

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PHYSICAL ABILITIES - continued:

- 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

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 ~~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