

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: **TBD**
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, CURRICULUM, INSTRUCTION, AND INNOVATION SERVICES

JOB PURPOSE STATEMENT: Under the direction and supervision of the Superintendent, the Assistant Superintendent of Curriculum, Instruction, and Innovation Services shall be responsible for executive leadership in planning, organizing, and administering the curriculum, instruction, assessment, and accountability systems, innovation and technology services, Career Technical Education, Adult Education, and Alternative Education Programs.

JOB FUNCTIONS:

- 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.
- Assumes primary responsibility for planning, developing, and monitoring the annual Local Control Accountability Plan and the LEA Federal Addendum.
- Develops, implements, and monitors standards for all programs pertaining to the District's counseling services, and English language learner services.
- Assists Principals with the organization, administration, and supervision of instruction in their schools.
- Administers and supervises the budgets for educational services and categorical programs.
- Provides vision, leadership, and direction in educational technology planning and identifies areas of growth to increase student access to information, educational platforms, and to improve student learning outcomes.
- Provides leadership in developing educational and information technology services, assures the smooth operation of all programs relating to technology and library/media services for the District including instructional technology and the District's Student Information System (SIS).

JOB TITLE: ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION AND INNOVATION SERVICES

Page 2

- Researches, leads, and coordinates District-wide innovative initiatives and builds collaborative structures with outside organization partnerships.
- Coordinate with the Assistant Superintendent of Pupil Services to provide oversight, vision, and strategic implementation of actions to improve student achievement for the effective operations of the District.
- Works with educational and information technology staff in the planning and implementation of innovative initiatives.
- Demonstrates the leadership to design solutions for educational applications of technology and promote their use by teachers, students, and administrators.
- Manages the department and aligns with District-wide goals as related to the areas of policy, goals, budget, and special projects to meet the current and future technology needs of the District.
- Actively seeks future technology, studies educational trends, implements best practices in information and telecommunications technologies, and evaluates their applicability to District operations.
- Participates in and leads local, regional, state, and national professional organizations in the areas of education, educational technology, and information technology.
- Oversees all administrative functions for the District's Student Information System (SIS), including student enrollment, CALPADS, and CBEDS data collection.
- Attends Board meetings and prepares such reports for the Board as the Superintendent may request.
- Leads and collaborates with District leadership teams, curriculum councils and committees, and District and site-level Education Technology Councils to implement appropriate uses of technology for instruction.
- Develops, maintains, and leads staff in professional development programs and provides direction and oversight in the development of any new or revised educational programs.
- Serves as a member of the Superintendent's Cabinet.
- Administer other duties as assigned by the Superintendent.

KNOWLEDGE AND ABILITIES:

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;

JOB TITLE: ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION AND INNOVATION SERVICES

Page 3

- 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 Curriculum, Instruction, and Innovation 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
- Advanced budget preparation, maintenance, and control
- Excellent oral and written communication skills
- Principles and practices of administration, supervision, and training
- Public relations techniques

Ability To:

- Plan, organize, and direct the overall activities and operations of the Curriculum, Instruction, and Innovation Services department.
- Formulate and develop educational systems, policies, standards, and procedures in compliance.
- Supervise and evaluate the performance of assigned personnel.
- 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, committees, 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.

JOB TITLE: ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION AND INNOVATION SERVICES

Page 4

- Prepare comprehensive narrative and statistical reports within established deadlines.
- Apply curriculum development, implementation, and evaluation procedures and strategies.
- Effectively communicate and exchange information with coworkers, community members, District partners, etc.

JOB QUALIFICATIONS:

Education:

- Bachelor's degree required
- Master's degree highly desired

Experience:

- Five (5) years of increasingly responsible experience in instructional and information technology or related field for a large business or governmental entity.
- Two (2) years of supervisory experience is required.
- Five (5) years of successful teaching experience

CREDENTIAL AND LICENSES:

- Valid California Administrative Services Credential
- Valid California Teaching Credential
- Valid California Driver's License

WORKING CONDITIONS:

Environment:

- Professional office environment
- Uses standard office equipment such as computers, phones, tablets

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to sit, stand and walk (for sustained periods of time)
- Able to stoop, kneel, bend, lift up to (25 pounds), and carry up to (25 pounds)

JOB TITLE: ASSISTANT SUPERINTENDENT, CURRICULUM, INSTRUCTION AND INNOVATION SERVICES

Page 5

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner
- Exhibit a full range of motion for shoulders, wrists, elbows, hips, ankles, knees, neck, and back
- Hearing, at approximately 60 decibels, and speaking to exchange information