

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Instructional Assistant Superintendent	<b>CLASSIFICATION:</b>	Non-Represented Management, Certificated
<b>SERIES:</b>	Assistant Superintendent	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9733	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Accountability Office	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Academic Officer	<b>HR APPROVAL:</b>	06-11-10
		<b>CABINET REVISION:</b>	07-10-17

**BASIC FUNCTION:**

Plan, organize, support, and provide administrative leadership to the instructional and operational functions of K-12 schools within an assigned area of the school district. Provide instructional and curricular leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, and achievement for all students.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide leadership, direction, support, and accountability to principals to ensure that instructional and curriculum programs approved by the Board of Education are fully and appropriately implemented in all assigned schools. **E**

Responsible for the implementation of curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards, and proficiencies in all subjects; provide leadership in developing plans for instructional research; pilot studies for curriculum, instruction, and technology. **E**

Supervise, train, and evaluate the performance of principals for all assigned district schools based on campus performance, academic growth, identified school targets, operations management, and family and community engagement. **E**

Provide professional and leadership development to principals and leadership teams. **E**

Provide coaching, counseling, and assistance to site administrators with management issues at assigned schools, including those related to the operational functions of building maintenance, finance, human resources, transportation, food services, etc. **E**

Develop and install systems to increase the frequency and quality of K-12 vertical articulation, collaboration, and sharing best practices. **E**

Convene regular meetings with principals to share best practices and improve vertical articulation among schools; ensure principals and teams of teachers are meeting by feeder pattern and vertical articulation. **E**

Provide leadership to ensure district goals, beliefs, and policies are clearly communicated and implemented; be accountable and hold administrators, teachers, and students accountable for increasing student achievement; develop educational indicators that include both input and outcome measures. **E**

Ensure compliance of assigned schools with all pertinent federal and state regulations and requirements related to school operations; plan and organize methods and procedures for disseminating information on system-wide policies and procedures related to various operational issues. **E**

Initiate and maintain ongoing and effective communication with the community and parents regarding student achievement and school programs; support school-based parent outreach programs and strategies to engage parents in student learning. **E**

Act as an advocate for assigned schools; respond to parent complaints, and participate in parent meetings. **E**

Prepare and present reports for the Board of Education; confer with district leadership to clarify pending issues, and recommend appropriate actions. **E**

Develop, organize, and implement policies, and long- and short-range plans and activities; provide accountability for financial/resource strategies to support district initiatives and academic goals. **E**

Monitor the quality of district instructional programs; develop, implement, monitor, and evaluate site educational plans; ensure alignment with the district's strategic direction and school site budget. **E**

Actualize district goals for school improvement through area-wide planning, direction, program initiatives, benchmarking, and focus on continuous improvement. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Participate on School Quality Reviews; ensure results are reviewed with the principal and addressed in the school plan. **E**

Review, approve, and monitor the development and implementation of school site budgets to ensure effective use of allocated funds within approved budget. **E**

Supervise principals in analyzing student achievement data to align instructional and curriculum programs to meet student needs; supervise principals in evaluating classroom implementation of state content standards and curriculum frameworks. **E**

Participate in regular meetings with the Superintendent to review the status of instruction and learning in their schools. **E**

Support the alignment of functions between schools, central office divisions, and the Strategic Plan. **E**

Ensure implementation of federal, state, and local mandated programs in relation to school site instructional and operational programs. **E**

Work cooperatively with administrators, school site staff, parents, community members, and other persons to resolve problems in schools and program sites within the assigned area that site administrators have not been able to resolve. **E**

Regularly visit schools and other appropriate program sites to observe programs in operation, observe classroom instruction, and assist principals and other administrators to serve most effectively as leaders; empower school sites to make decisions that directly serve their students' needs. **E**

Work with principals and teachers to identify expertise and support services necessary for staff development to meet their identified needs. **E**

Give support to the development of new courses; encourage and facilitate the early implementation of programs of instruction in keeping with the educational philosophy and goals of the district in order to improve achievement for all students. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual departmental budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Communicate and collaborate with other administrators, district personnel, education agencies, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; identify and recommend site administrative personnel through the board-approved management recruitment and selection process; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Master's degree in educational leadership or related field, and seven years of educational leadership-management experience. Experience working within a structure that requires strict accountability. School principal experience required, and central office management experience desirable. Demonstrated success working with and through people in establishing goals, objectives, and action plans to produce expected ends/results.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; Administrative Services Credential.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Organizational development principles and practices.  
Programs and issues that affect district schools.  
Public education systems, and county and community resources and agencies.  
State content frameworks.  
Current research and trends in curriculum.  
Instructional methodologies and strategies and assessment instruments.  
Second language learner curriculum and instruction.  
Special programs including curriculum, mentor, and special education.  
Teaching and learning processes.  
Effective staff development programs.  
Budget preparation and control.  
Applicable laws, codes, regulations, policies, and procedures.  
District organization, operations, and objectives.  
Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

#### **ABILITY TO:**

Provide assistance to support instructional programs and operations in assigned area schools.  
Develop, implement, and evaluate instructional strategies.  
Plan and implement staff development programs.  
Implement collaborative and team building processes.

Modify management strategies based on evaluation data.  
 Assess school effectiveness.  
 Work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district-expected results.  
 Facilitate group processes in consensus building, conflict resolution, planning, and decision making.  
 Establish and maintain effective working relationships with staff, parents, and the public.  
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Work with and understand needs of diverse staff and students.  
 Interpret, apply, and explain rules, regulations, policies, and procedures.  
 Analyze situations accurately, and adopt an effective course of action.  
 Plan and organize work to meet schedules and deadlines.  
 Prepare comprehensive narrative and statistical reports.  
 Supervise and evaluate the performance of assigned staff.  
 Operate a computer and related software.  
 Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; and constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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Jorge Aguilar, Superintendent

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Date