

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Area Superintendent (K-12) / Area Superintendent (Instructional Support Services)	REPORTS TO:	Deputy Superintendent of Academics
DEPARTMENT:	Office of the Deputy Superintendent of Academics	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	044
REVISED:	July 29, 2014		

BASIC FUNCTION:

Plan, organize, support, and manage the instructional and operational functions of K-12 schools within assigned geographic area(s) (i.e. clusters) of the school district or assigned departments and programs. Develop and maintain cluster/community engagement efforts.

REPRESENTATIVE DUTIES:

E = Essential Functions

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

Supervise, train, and evaluate the performance of principals for all assigned district schools based on campus performance, academic growth and operations management. *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*

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 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, long- and short-range plans, and 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. *E*

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

Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently. *E*

Supervise principals in analyzing student achievement data to align instructional and curricular programs to meet student needs. *E*

Supervise principals in evaluating classroom implementation of state content standards and curriculum frameworks. *E*

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

Identify and recommend site administrative personnel through the board-approved recruitment and selection process. *E*

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a master's degree in educational leadership or related field, supplemented by progressively responsible experience in educational administration.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential or ability to and willingness to concurrently earn this credential through participation in an administrative credential program while in the assignment.

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Applicable sections of California Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.

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.

Budget preparation and control.

Effective staff development programs.

Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide assistance to support instructional programs and operations in assigned area schools.
Develop, implement, and evaluate instructional strategies.
Select, train, and evaluate performance of assigned personnel.
Plan and implement staff development programs.
Implement collaborative and team building processes.
Analyze problems, make decisions, and be responsible for those decisions.
Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy.
Operate a computer and assigned software.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1125

Revised effective 7.01.14

Revised effective 7.01.12-JB

JB