



Irvine Unified School District

ASSISTANT SUPERINTENDENT EDUCATION SERVICES

DEFINITION:

To assist the Superintendent substantially and effectively in the task of providing leadership in developing, achieving and maintaining the best possible educational programs and services. Supervises staff in developing, improving, and supervising the curricula and instructional programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the superintendent in directing the administration and coordination of the district's educational programs.
- Communicates to the superintendent the requirements and needs of the district as perceived by staff members.
- Enhances the program of public relations by serving as the educational leader responsible for the interpretation of the programs, philosophy, and policies of the district to staff, students, and the community at large.
- Provides leadership in the development of a modern educational program for the district and makes appropriate recommendations.
- Formulates and encourages innovative curricular programs that will improve instruction in conjunction with the supervisory staff, principals, and teachers.
- Keeps informed as to the operation of the instructional program in all the schools for the purpose of evaluating the instructional program and for improving teaching procedures through conference, demonstration, and other supervisory techniques.
- Plays a significant leadership role in fostering professional growth and building of staff morale throughout the district.
- Initiates and administers in-service programs in conjunction with supervisory staff and principals.
- Assists in planning of staff development programs designed to meet specific identified needs in schools, programs, or job functions.
- Prepares drafts of needed Board policies and administrative rules for the superintendent's review and action.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Attends Board meetings and prepares such reports for the Board as the superintendent may request.

Keeps informed on the latest research, trends, and developments in all areas of education.

Performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time.

QUALIFICATIONS:

Administrative experience -- Principal or district level. MA in Educational Administration. Appropriate California administrative credential. Such alternatives to the above qualifications as the District finds appropriate.

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