## JOB DESCRIPTION
### ASSISTANT SUPERINTENDENT FOR EDUCATION

<table>
<thead>
<tr>
<th>TITLE</th>
<th>Assistant Superintendent for Education</th>
<th>REPORTS TO</th>
<th>Superintendent</th>
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</thead>
<tbody>
<tr>
<td>FLSA STATUS</td>
<td>Exempt</td>
<td>SUPERVISES</td>
<td>Elementary and Secondary Principals, Director of Curriculum Instruction and Assessment, Director of Exceptional Student Services, Director of CTE, Director of Accountability and Achievement, Director of Federal Projects, iSchool Coordinator</td>
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<tr>
<td>WORK CALENDAR</td>
<td>248 FTE</td>
<td>1.0</td>
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<tr>
<td>GRADE</td>
<td>Administrative</td>
<td>HOURS PER DAY</td>
<td>N/A</td>
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<tr>
<td>APPROVED</td>
<td></td>
<td>REVISED</td>
<td>2/6/2013</td>
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### SUMMARY:
To provide leadership in the on-going development and improvement of the academic instructional program of the District.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. May serve as the Superintendent's designee in his/her absence.
2. Supervise and evaluate principals.
3. Supervise and respond to the needs of the daily management of the schools.
4. Coordinate training program for administrators with the Assistant Superintendent for Support Services.
5. Supervise the Career Ladder Program.
7. Coordinate with the Assistant Superintendent for Support Services on responsibilities for the overall K-12 instructional program including curriculum articulation, improvement, evaluations, and the development of effective training programs for implementation of such programs and process.
8. Supervise and evaluate the work of the Director of Curriculum, Director of Exceptional Student Services, Director of CTE, Director of Federal Projects and the iSchool Coordinator.
9. Coordinate with the Directors on the supervision and evaluation of programs and personnel in the areas of: English Language Learner, Literacy, Career Ladder/Staff Development Coordinator, Administrative Research and Evaluation, Assessment, Arts, Library Services, and other related areas.
10. Monitor all K-12 curricular programs to ensure compliance with local, state and federal law, policy and mandates.
11. Interpret the programs, philosophy, and policies of the district to staff, students, and the community at large.
12. Prepare state and federal reports and claims as required.
13. Attend Governing Board meetings and prepare such reports as the Superintendent may request.
14. Perform other tasks and assume other responsibilities as assigned by the Superintendent.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications for this job description 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.

Education
2. At least M.A. degree or higher.
3. Have a doctorate degree in education preferred.

Experience
1. Three or more year’s prior experience in a managerial or supervisory role.
2. Recent experience in curriculum planning and successful teaching experience.
3. Demonstrate outstanding communication skills.
4. Demonstrate outstanding instructional leadership skills.
5. Have successful experience as a principal preferred.
6. Have successful experience at the district office level preferred.

Computer Skills
1. Demonstrated competency in computer applications such as Word, Excel, e-mail and typing.

Communication Skills
1. Ability to read and interpret general documents such as employee handbooks and safety/training manuals.
2. Ability to write general correspondence and speak effectively with others.

Math Ability
1. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Reasoning Ability
1. Ability to interpret assortment of instructions furnished in variable forms.
2. Ability to apply reason to research and solve moderately complex issues with little or no assistance.

Establish and maintain good rapport with students, employees, community members and vendors.
Maintains a high level of ethical behavior and confidentiality.
Other job related duties as assigned.

PHYSICAL DEMANDS
The physical demands described here are representatives 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, employee is frequently required to sit, talk, and hear. The employee occasionally will stand and walk. The employee is occasionally required to reach with hands and arms. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision.

WORKING CONDITIONS
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 information contained in this job description is for compliance with the American’s with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Dysart Unified School District is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Dysart Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.