

MONROVIA UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Deputy Superintendent	CLASSIFICATION:	Non-Represented Management – Superintendent’s Cabinet, Certificated
SERIES:	None	FLSA:	Exempt
POSITION CODE:		WORK YEAR:	12 Months
DEPARTMENT:	Office of Superintendent	SALARY:	Range 74.5 Mgmt. Salary Schedule
REPORTS TO:	Superintendent		

BASIC FUNCTION:

The Deputy Superintendent will assist in meeting the demands of successfully operating the District and instituting appropriate transformation of functions. In partnership with the Superintendent, the Deputy Superintendent is responsible for leadership and management of the internal operations of the District. The Deputy is to create a culture of high expectations and collaboration to be responsive to the needs of school sites and the community as a whole and further internal coordination of complex issues and initiatives.

REPRESENTATIVE DUTIES:

Provides administrative leadership for the District’s day-to-day operations and related support activities; provides leadership for implementation and monitoring of services; supports assessment and tracking of progress towards strategic plan goal achievement and implementation in order to support accomplishment of plan objectives. Works with the Superintendent to support, supervise, and formally evaluate all cabinet members and site certificated managers.

Provide leadership in the development and implementation of reform and innovative school and District improvement initiatives that are aligned to the District’s strategic plan and will improve equity.

Work with the Superintendent to support principals in developing site based professional learning plans that are aligned with the Single Plan for Student Achievement site plans.

Provides educational and administrative leadership that builds and supports a high performance education team by inspiring, integrating, and aligning the academic work of the District; develop and maintain clear and inclusive decision-making processes to ensure integration of academic supports and services, as well as effective ongoing technical and operational management of the schools.

Provides leadership and direction to fiscal and business services including budget administration, accounting, audit services, grant and categorical funding, general liability, purchasing, nutrition services, worker's compensation, payroll services; employee benefits; warehousing and delivery, and student transportation.

Communicates and represents the district's vision and perspective internally and to the general public/community, as designated by the Superintendent.

Supports the development of a goal-oriented, comprehensive program of family and community engagement that supports the academic achievement of all students and meets local, state, and federal mandates; provides coordination, support, and training for the engagement of all parents, families, and community members.

Provides leadership and expertise to District administrators and staff to facilitate development and administration of human resources plans and programs which further the District's Strategic Plan for student achievement and goals; provide leadership for implementation and monitoring of Human Resource Services; and support the development of ongoing audits of the effectiveness of Human Resources programs and services and assist to modify programs and services accordingly.

Leads, manages, and/or participates in integrated planning efforts including cross-functional issues and projects which require inter-department coordination. Ensures integration of all appropriate internal staff in key decision-making and implementation processes including, but not limited to, policy and procedures, staffing, budget development, equitable access, collective bargaining, capital planning, capacity management and technology systems.

Provides technical expertise regarding assigned functions; formulate and develop policies and procedures. Develops and implements long and short-term plans and activities for assigned areas and the District.

Provides advice and counsel to the Superintendent, Board, and others on matters pertaining to assigned areas of responsibility.

Communicates with other administrators, District personnel, and contractors to coordinate activities and programs; resolve issues and conflicts and exchange information.

On behalf of the Superintendent, provides general supervision and leadership for all departments of the District as necessary and provides input to the Superintendent regarding operational improvements; provide leadership in the development of system-wide improvement strategies; oversees, directs and monitors progress within and across departments. Provides general leadership and supervision for all departments of the District as necessary; provides oversight and coordination of departments; makes recommendations and provides input to the Superintendent regarding operational improvements; provides leadership in the development of system-wide improvement strategies; and oversees, directs and monitors progress within and across departments.

Provides leadership and helps facilitate the recruitment of members for and organization of committees and task forces; represents the District on committees and task forces as appropriate.

Provides advice and counsel to the Superintendent and serves as staff adviser on a wide-ranging array of matters pertaining as necessary to achieve efficient and effective operations. Provides technical information and assistance to the Superintendent.

Ensures the development, implementation and maintenance of systems, processes, and services; ensures that necessary reports are prepared and distributed, including reports for State, Federal, and other funding source compliance purposes; stays current on rules, regulations, and other requirements for compliance; develops and assists with developing District policies to ensure compliance.

Assists the Superintendent in the organization of School Board meetings, closed sessions, and committees in support of School Board activities and governance as needed; oversees preparation of agendas, minutes of meetings, and maintenance of Board records; and supervises and coordinates Board activities, projects, and programs.

Collaborates with senior leadership to maintain positive relationships with labor partners and to review, analyze and determine appropriate responses to collective bargaining issues.

Must have the capacity to work long hours; work late into the evenings, particularly on School Board meeting nights; and work weekends. Evening or weekend events may include various school site events such as back to school nights, open houses, sporting events, State of the Schools events, and the like as well as community events or those associated with district partners.

Serve as a resource and liaison for the Board of Education, District Leadership, school and District staff, District advisory committees, parent and community groups, and State and Federal agencies on issues related to: student achievement; District, State, and Federal planning and accountability; assessment, research and evaluation; standards-based reform; and associated legislation/mandates.

Facilitates weekly Cabinet meetings in collaboration with the Superintendent.

Attends or participates in all required District, Board and committee meetings and other activities deemed necessary by the Superintendent.

Supervises and evaluates the performance of assigned management staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; plan, coordinates and arranges for appropriate training of subordinates.

Serves as Acting Superintendent when necessary and is a member of the Superintendent's Cabinet and Executive Staff.

Demonstrates sound judgment and effectively implements the Superintendent's direction when the Superintendent is not available or is working on other priority items.

Attends necessary job related conferences held by County, State, and other agencies or departments.

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE

Minimum of a Master's degree with major coursework in education administration, public from an accredited college/university. Doctoral degree in Educational Leadership preferred. Seven years of increasingly responsible management experience in a school system.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

State frameworks, curriculum, instruction, assessment, and school improvement initiatives.

National, State, and District educational goals and standards.

Learning theory, program planning, curriculum development, and management of instructional programs that increase academic rigor for all students.

Effective school concepts and principles.

Educational research and evaluation, especially measurement theory, statistics, computer systems, research design, and evaluation theory.

Principles of educational reform, research and evaluation program monitoring, data analysis, and reporting. District educational initiatives, programs, and policies.

Educational administration, performance and project management, resource alignment, and strategic planning goals.

District policies related to standards, assessment, accountability, planning, promotion/retention, curriculum and instruction, data access and confidentiality, and related areas.

Human resources leadership, administrative functions, and legal requirements related to both certificated and classified personnel.

Large-scale student information data systems.

State-of-the-art research and proven best practices in areas of closing the achievement gaps and meeting the diverse needs of students.

Leadership skills, and developing and supporting a professional learning community.

Culture, life styles, education, and social needs of ethnically diverse families.

Research methods, report writing, and presentation.

Effective staff development programs and strategies.

Instructional methodologies, strategies, and curriculum standards.

Academic accountability systems and services.

Report writing and presentation.

Budget preparation and control.

School district organization, operations, and objectives.

Applicable state and federal laws, codes, regulations, guidelines, policies, procedures, and state frameworks. Effective oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Effective management principles, practices, and supervision techniques.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

Organization, functions and objectives of the District.

Education Code, Board Rules, District policies and procedures, collective bargaining agreements, Personnel Commission Rule

Technical skills and interpersonal competence in problem-solving activities related to the instructional program. Coping with crisis situations and the need to make immediate decisions.

Absorbing, analyzing, communicating and organizing information and ideas.

Making detailed formal presentations.

Interpersonal skills necessary to work effectively with District personnel, community representatives and students.

Budget preparation and control.

Strong oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

School plant operations and appropriate supportive services required to assure operational effectiveness. Employee organization contracts.

Planning process.

ABILITY TO:

Provide data and interpretation to support decisions related to the improvement of instructional and operational programs.

Deliver high quality and high-efficacy services.

Assist with the integration of professional learning and curriculum implementation.

Analyze statistical data for trends and student performance in various programs, and develop strategies for improved student improvement.

Keep current about related educational research, innovations, and trends, as well as applicable federal, state, and district laws, rules, regulations, and procedures.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.

Work independently, coordinate multiple activities simultaneously, and work flexible hours.

Prepare and deliver effective presentations to diverse audiences.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with district staff and administrators, students, parents or guardians, outside agencies, and the public, in a multicultural community.

Exercise effective decision-making and problem-solving.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt a legally sound, effective course of action.

Plan and organize work to meet schedules and timelines.

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.

Plan, organize and administer a wide variety of major organizational units involving business, finance and instruction.

Exercise judgment and discretion in interpreting and applying policies and procedures.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Develop, modify and direct the implementation of budgetary control and accounting systems.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to District sites to conduct work.

SAMPLE PHYSICAL ABILITIES:

Seeing and hearing to conduct work; speaking to exchange information.

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