



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

ASSOCIATE SUPERINTENDENT, EDUCATION SERVICES

DEFINITION:

Under the direction of the Superintendent of Schools, the Associate Superintendent, Education Services is primarily responsible for providing leadership in the improvement of the delivery of instruction and the improvement of the achievement and education of all students; provides leadership, direction and supervision to assigned staff; provides leadership in developing, achieving and maintaining superior educational programs and District Services.

ESSENTIAL DUTIES:

The specific duties and responsibilities of the Associate Superintendent, Education Services shall include, but are not limited to the following:

- Leads the Education Services team in carrying out the mission and objectives of the District as articulated by the Superintendent.
- Direct, oversee, administer and be accountable for the delivery of learning and teaching programs and strategies to increase student achievement district-wide.
- Provide leadership, direction, and supervision to administrators and assigned staff.
- Analyze student achievement, program design and implementation, and effectiveness of instructional programs and initiatives, assessments, district professional development, and support strategies.
- Maintains and updated, current working knowledge of and provides the management team with assistance in the interpretation and application of statutes and regulations which deal with Curriculum & Instruction, Special Programs, Early Education, Health Services, Special Education, Student Services/Child Welfare and Attendance, and Alternative Education.
- Leads Education Services towards maximizing student performance outcomes.
- Leads Education Services towards maximizing staff performance outcomes.
- Supports curriculum and instruction by coordinating and maximizing human, fiscal, and material resources.
- Supervise the process to select textbooks and instructional materials for the district in accordance with established district procedures.
- Analyze performance test results for students.
- Analyze corresponding District educational services priorities.
- Establishes a climate within the Division of Education Services that is conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.
- Advises, guides, and supports administrators, including site principals and program/department leaders.
- Coordinates district-wide professional growth opportunities in areas related, but not limited to the following: new legislation, policies and procedures, curriculum and instruction, course of study requirements, assessment and evaluation, Special Education, student and staff performance, and leadership.
- Provides direction and support in the following areas: athletics, activities, academic and social/emotional interventions, and counseling services.
- Prepares supporting documentation for agenda items for the Board of Education meetings: Instructional Consent, Discussion/Action, Board Policy, General Function items, special reports, resolutions, etc. as requested by the Superintendent.
- Prepares reports on various topics and makes presentations in multiple settings as requested by the Superintendent.
- Maintains data and records to provide assistance to site administrators in the implementation of instructional programs and compliance with State and Federal mandates.
- Monitors operational practices within Educational Services to ensure compliance with district policies and regulations, Collective Bargaining Agreements, and State and Federal statutes.
- Supports the goals of the District through fiscally responsible decision-making.
- Serves as a member of the Superintendent's Support Team.
- Performs additional duties as assigned.

QUALIFICATIONS:

KNOWLEDGE OF:

- District curriculum and school instructional programs including integration of educational technology.
- Public education systems and county and community resources and agencies.

- State content frameworks.
- Current research and trends in curriculum.
- Instructional methodologies, strategies and assessment instruments.
- Principles, methods, techniques, and strategies of professional development and staff training processes.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Principles of organization, operation and supervision.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

ABILITY TO:

- Provide leadership, direction and accountability in the administrative and instructional functions of the district.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
- Develop, implement, and evaluate instructional strategies.
- Effectively serve as a resource to employees pertaining to curriculum and extended learning issues.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective.
- Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy.
- Operate a computer terminal.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and board policies, laws, regulations, and collective bargaining agreements that pertain to human resources management.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks, with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive, narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluation the performance of assigned staff.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Five (5) years outstanding teaching experience in a multicultural K-12 setting.
- Five (5) years of successful administrative experience in a multicultural K-12 setting (elementary and secondary experience preferred); at least three (3) years' experience as a site level principal.
- Three (3) years of successful experience as a district level administrator.

EDUCATION:

- Valid Administrative Services K-12 Credential.
- Valid Certificated Credential.
- Master's Degree or higher degree from an accredited college or university.
- EL Authorization or equivalent is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Fingerprints on file as required by State law
- TB skin test as required by State law
- Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.

WORKING CONDITIONS:

WORK AREA REQUIREMENTS:

- District office environment and school sites.
- Demanding timelines.
- May drive to a variety of locations to conduct work during day evening hours.
- Subject to frequent interruptions and extensive contact with staff, parents, students and the public.
- Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

PHYSICAL ELEMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
Frequently/Medium - 3 to 6 hours
Constantly/High - 6 to 8 hours plus

Stooping: Occasionally
Bending: Occasionally
Lifting: Occasionally
Reaching: Occasionally
Handling: Frequently
Grasping: Frequently
*Driving: Occasionally

Walking: Frequently
Push/Pull: Occasionally
Standing: Occasionally
Carrying: Frequently
Fingering: Frequently
Kneeling: Occasionally
Sitting: Occasionally

Frequent motion:

Twisting: Frequently
Elbow flexion/extension: Frequently
Forward should/neck flexion: Frequently
Reaching below shoulder level: Frequently

Wrist flexion: Frequently
Reaching to shoulder level: Occasionally
Reaching above should level: Occasionally

Sensory requirements:

Ability to see: Constantly
Ability to hear: Constantly
Ability to talk: Constantly

Ability to smell: Constantly
Ability to touch: Constantly

Must be able to deal with these environmental considerations:

Heat: Occasionally
Noise: Frequently
Odor: Low
Humidity: Low
Moisture: Occasionally

Fluorescent lights: Constantly
Working outside: 5% of the day
Working inside: 95% of the day
Floor may be slippery at times: Low
Working in close quarters with others: Yes

This job requires:

Alertness: Constantly
Attention to detail: Constantly
Recall of names and dates: Yes
The use of two hands: Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees

Ability to deal with psychological factors:

Team work: Yes
Repetitive Tasks: Yes
Flexible: Yes
Able to work overtime as needed: Every day
Frustration: Medium
Level of responsibility: High
Must keep up with schedule: High
Able to keep up a high activity level during the shift: Yes

Physiological factors:

Have a high level of consciousness: High all day
Orientation to time, place, or person: Yes
Able to keep up a high activity level during the shift: Yes
Ability to read at the 12th grade level: Yes
Ability to comprehend and follow directions: Yes

Revision Date: 04/2025

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**