



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

LEAD ACADEMIC AGENT: MATH & EARLY COLLEGE PROGRAMS

DEFINITION:

Under the direction of the Lead Innovation Agent, coordinates, manages, and supervises various District math and early college programs; supports principals to create effective math programs to close achievement gaps in the District; supports the District's instructional programs in math, science and college and career pathways, including curriculum, professional development, and assessment.

ESSENTIAL DUTIES:

- Provides leadership for all service areas in the areas of math and early college programs.
- Supports the Curriculum and Instruction Program through the maximization of resources directed toward accomplishing the instructional and programmatic goals of the District.
- Advises, participates in and supports school site principals and or program/service area administrators in the areas of math and early college.
- Supports, plans and participates in District-wide professional growth in math and early college, testing and assessment, student performance, instructional materials and current research.
- Prepares and presents reports and presentations and data summaries as directed by the Lead Innovation Agent.
- Maintains necessary data and records within the division to provide assistance to sites in the implementation of District math and early college programs.
- Assists in monitoring District curriculum-instructional programs to ensure compliance with law, District directives, and research-based practices.
- Supports the goals of the District in making fiscally responsible curriculum-instructional practices for the District in the areas of math and early college programs.
- Supports innovation in the providing of categorical and base (core) support services and materials for students in math and early college programs.
- Collaborates with District and site administrators in the implementation of improvement practices in math and early college programs.
- Participates in and coordinates curriculum review, development, and implementation in math and early college programs.
- Provides technical expertise, information and assistance to the administrator regarding assigned functions; participates in the formulations and development of policies, procedures and programs as requested.
- Reviews and maintains working knowledge of the District and state curricular standards, frameworks, and California Standards for the Teaching profession.
- Reviews and becomes familiar with the District's Local Education Agency Plan (LEAP), including current objectives, priorities, evaluation information and issues.
- Keeps abreast of latest educational research, regulations, materials and processes in assigned areas of responsibility.
- Develop Board policies related to assigned services areas as necessary.
- Supervises staff as directed by the Lead Innovation Agent.
- Performs additional duties and responsibilities as delegated by the Superintendent or designee.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research based, effective instructional strategies for students and adult learners; Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

ABILITY TO:

Communicate and interact effectively with students, teachers, parents, colleagues, and community leaders; Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Five (5) years of administrative experience with a minimum of three (3) years' experience as a Principal as well as five (5) years successful teaching experience and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

EDUCATION:

- Master's Degree or higher degree from an accredited college or university.
- Possession of an Administrative Services Credential.
- EL authorization or equivalent is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Possession of a valid California driver's license and a private vehicle.
- TB Skin Test as required by State Law
- Fingerprints on file as required by State Law

PHYSICAL DEMANDS:

Work area requirements:

Office area. Ability to traverse any part of a 10-20 acre campus which would include asphalt, ramps, sidewalks, grass, baseball field, track, blacktop.

Physical requirements:

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	Walking:	Frequently
Bending:	Occasionally	Push/Pull:	Occasionally
Lifting:	Occasionally	Standing:	Occasionally
Reaching:	Occasionally	Carrying:	Frequently
Handling:	Frequently	Fingering:	Frequently
Grasping:	Frequently	Kneeling:	Occasionally
Sitting:	Occasionally	*Driving:	Occasionally

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting:	Frequently	Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently	Reaching to shoulder level:	Occasionally
Forward should/neck flexion:	Frequently	Reaching above should level:	Occasionally
Reaching below shoulder level:	Frequently		

Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Occasionally	Fluorescent lights:	Constantly
Noise:	Frequently	Working outside:	5% of the day
Odor:	Low	Working inside:	95% of the day
Humidity:	Low	Floor may be slippery at times:	Low
Moisture:	Occasionally	Working in close quarters with others:	Yes

This job requires:

Alertness: 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
Attention to detail: Constantly

Ability to deal with psychological factors:

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

Physiological factors:

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

Revision Date: 12/2024

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