



# RIALTO UNIFIED SCHOOL DISTRICT

## LEAD INNOVATION AGENT: EDUCATIONAL SERVICES (Associate Superintendent) Management Job Description

### DEFINITION

To serve under the guidance of the Superintendent of Schools as the Lead Innovation Agent: Educational Services (position is similar to the position of associate superintendent). The Lead Innovation Agent: Educational Services shall be governed by and shall perform duties and responsibilities as set forth in the California Education Code and the formal job description for the position of Lead Innovation Agent: Educational Services as well as Rules and Regulations of the State Board of Education and Rules, Regulations, Policies, and Directives of the Board of the District, and shall perform such duties and responsibilities at a professional level of competence and with due diligence.

### ESSENTIAL DUTIES

The specific duties and responsibilities of the Lead Innovation Agent: Educational Services shall include, but are not limited to the following:

- Leads the Educational Services team in carrying out the mission and objectives of the District as articulated by the Superintendent
- Collaborates with Student Services, Safety and Security, and Business Services to ensure the safety of students and staff
- Leads Educational Services towards maximizing student performance outcomes
- Leads Educational Services towards maximizing staff performance outcomes
- Supports curriculum and instruction by coordinating and maximizing human, fiscal, and material resources
- Leads the overall operations of all school sites, multiple departments and numerous programs
- 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

#### Experience and Education:

- Five (5) years outstanding teaching experience in a multicultural K-12 setting
- Five (5) years administrative experience in a multicultural K-12 setting (elementary and secondary experience preferred); at least three (3) years' experience as a site level principal
- District level experience preferred
- 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
- 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
*Driving:	Occasionally	Sitting:	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
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	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 <sup>th</sup> 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		