

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
ASSISTANT SUPERINTENDENT - CURRICULUM AND INSTRUCTION**

**BASIC FUNCTION:**

Under the direction of the Superintendent, responsible for the comprehensive programs and services that support the instructional program; provide decisive, district-wide administrative leadership using effective communications skills, collaborative problem solving, motivation, innovation; organizational efficiency and accountability.

**REPRESENTATIVE DUTIES:**

- Responsible for planning and organizing all curricular and instructional programs within the district. **E**
- Provide leadership in staff development activities that ensure achievement of established district goals and objectives. **E**
- Provide district-wide leadership that promotes high expectations and standards for quality teaching and learning. **E**
- Provide oversight and leadership of the Districts Instructional Division conducting regular meetings with those directors and managers. The divisions include CTE, Special Education, Multi-Lingual and Migrant Education, Instructional Technology, Teaching and Learning, Student Services, Alternative Education and LCAP. **E**
- Provide educational leadership in the district schools, in the curriculum council, and in the educational community. **E**
- Provide leadership and focus for management on curricular and instructional issues. **E**
- Provide leadership in identifying instructional priorities for program development and improvement; develop strategies and training to support identified instructional priorities. **E**
- Provide pro-active leadership and present recommendations and alternatives to the Board through the Superintendent on curricular and instructional issues. **E**
- Monitor and oversee the district's Parent Engagement Program, Family Resource Center, and Wellness Program/Centers, while ensuring diversity, inclusion, and equity for all stakeholders. **E**
- Ensure diversity, inclusion, and equity in addressing the learning and well-being for all students. **E**
- Maintain an evolving Three (3) – Five (5) Year Strategic Plan for the Instruction Division that guides the effort and focus of Instruction on an ongoing basis for all associated areas and with the collaboration and guidance of the Instructional Directors. **E**
- Provide leadership in developing and implementing district-wide goals and objectives. **E**
- Leads the District's Local Control Accountability Plan (LCAP) Process, including the alignment of applicable fiscal and human resource goals, educational partner input, and coordinates with the Santa Barbara County Education Office on revisions and approval. **E**
- Leads the development and refinement of the Multi-Tiered, Multi-Domain, Systems of Support (MTMSS) throughout the district. **E**
- Lead the work on establishing Equity of services by examining and aligning systems, practices, and processes to meet the needs of all students in the district. **E**
- Oversee the District Assessment Program, including all mandated State Assessments such as, but not limited to: CAASSP, ELPAC, Interim Assessments, Common Formative Assessments, progress monitoring assessments for student placement and progress, and Advanced Placement. **E**
- Contribute to the collaboration and leadership of feeder districts and their Assistant Superintendents in aligning goals, strategies, and articulation efforts to benefit the school community within the Santa Maria Valley. **E**
- Contribute to the Santa Barbara County Education Office's Curriculum Council as a regularly attending member. **E**
- Ensure district and site compliance with state and federal requirements as it relates to curriculum and instruction.

- Administer the development, implementation, and evaluation of District staff development programs. **E**
- Work effectively as a member of the Superintendent's Cabinet and provide support and input to the Superintendent, Human Resources and Business divisions. **E**
- Monitor the updates, revisions and approvals of appropriate Board Policies and Administrative Regulations. **E**
- Prepare and present reports relating to educational programs and progress. **E**
- Represent Superintendent as designee at district and community events. **E**
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

Applicable sections of State Education Code and other applicable codes, laws, rules, and regulations related to assigned activities.

Understands the needs of our student community.

Public education system, county and community resources and agencies.

State frameworks.

Current research and trends in curriculum and instruction.

Principles and practices of administration, supervision, and training.

Special Education Programs.

Second language learner curriculum and instruction.

Effective staff development programs.

Instructional methodologies and strategies.

Assessment instruments.

Grant writing process.

Interpersonal skills using tact, patience, empathy, and courtesy.

Oral and written communication skills.

### **ABILITY TO:**

Develop systems to accelerate student learning and close achievement gaps.

Plan and organize general curriculum and instruction, staff development, program evaluation and other areas as assigned by the Superintendent.

Implement collaborative and team building processes.

Plan and implement staff development programs.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

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

Train, supervise and evaluate personnel.

Motivate staff to implement planned changes.

Develop, plan, implement, and evaluate instructional strategies.

Coordinate a variety of schedules.

Meet schedules and timelines for staff responsible to Assistant Superintendent.

Work independently with minimal direction.

Plan and organize work.

Exchange information and make presentations.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Master's degree (or equivalent)

Minimum 5 years successful teaching experience in a public secondary school

Minimum 5 years successful administrative experience in a public secondary school/district

Successful District Office experience is desirable

Successful experience as a High School Principal is preferred

Successful experience in a multicultural setting

Bilingual is preferred

**LICENSES AND OTHER REQUIREMENTS:**

Valid Clear Secondary Teaching Credential

Valid Clear Administrative Credential

Valid driver's license (California)

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

SMJUHSD

Mgmt

1/13/2023