



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED JOB DESCRIPTION

#### **JOB TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION**

**REPORTS TO:** Superintendent

**SITE:** District Office

**CLASSIFICATION:** Cabinet

**WORK YEAR:** 221 Days

**SALARY:** Administrator-Manager Salary Schedule

**EFFECTIVE DATE:** July 1, 2018

**APPROVED BY THE BOARD OF TRUSTEES:** January 18, 2018

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#### **SUMMARY:**

Under the direction of the Superintendent, the Assistant Superintendent of Curriculum and Instruction shall provide leadership and direction to the District's instructional program and shall be responsible for overall program planning, organization, and administration. Responsible for evaluation of curriculum, instructional services, and student assessment. Leads training and implementation efforts related to instructional technology. Oversees the Special Education Department and English Learner Programs. Responsible for monitoring, revising, and implementing the Local Control and Accountability Plan (LCAP).

#### **ESSENTIAL FUNCTIONS:**

1. Manages, implements, and evaluates the District's instructional program
2. Responsible for ongoing program review of instructional and curricular programs to assess effectiveness and alignment with current District initiatives, budget priorities, LCAP, and Local Control Funding Formula (LCFF)
3. Responsible for all aspects of District-wide student assessments including state-mandated tests
4. Assess the District's academic support and enrichment programs and leads various task forces as needed to improve student instruction and interventions
5. Establish and direct professional and leadership development programs for certificated teachers and administrators including assessment of professional conferences and outside learning opportunities
6. Coordinate recruitment of and manage Teachers on Special Assignment (TOSA) program
7. Oversee State initiatives pertaining to instructional services and ensure District compliance with procedures related to the LCAP/LCFF
8. Direct activities of the Curriculum Instruction Council, curriculum councils and other District committees
9. Lead Community Input meeting for the LCAP/LCFF, gather feedback, and apply as required for the LCAP/LCFF accounting procedures
10. Oversee the District's Special Education program including the supervision and evaluation of the Director of Special Education
11. Direct, manage, and evaluate the Director of Curriculum and Assessment

12. Oversee the overall coordination, evaluation, and management of the District's English Language Development (ELD) Program
13. Plan and direct programs and ensure compliance with District, State and Federal regulations
14. Provide oversight to the District charter schools and evaluate related compliance issues
15. Manage the District compliance with the Williams Settlement Legislation to certify required instructional materials, curriculum frameworks, classroom facilities, uniform complaint procedures, parent notices and language censuses
16. Provide support services to District department heads and principals concerning aspects of the instructional programs
17. Participate in Management Policy Group and Superintendent's Council
18. Provide guidance and input and monitor the accuracy of CALPADS reporting and SIS (Aeries) information related to instruction and assessment
19. Ensure the High School Courses of Study is aligned with college & university admissions requirements and with Common Core State Standards
20. Facilitate the selection of textbooks and resource materials
21. Manage assigned budgets and assigned District awards programs
22. Respond to public inquiries and complaints regarding curriculum and instruction
23. Assist in the planning, development, and implementation of Board policies, administrative regulations, and the strategies for achieving District goals and objectives.

**QUALIFICATIONS:**

**Education/Training Experience**

- Valid California Administrative Credential
- Secondary Teaching Credential
- MA or MS degree or higher
- Excellent verbal and written communication skills
- Computer literacy
- Knowledge of Curriculum planning and development
- Ability to interpret, apply and explain rules, regulations, policies and procedures
- Ability to promote positive staff morale
- Ability to work independently with little direction
- Ability to multi-task in a busy environment
- Ability to delegate responsibility wisely
- Leadership performance within past five years, particularly in one or more areas of curriculum development and leadership, student behavior modification, attendance supervision, staff development, and budget.

**EXPERIENCE WITH:**

- Interpreting and applying principles, policies, laws, regulations, requirements, contracts and MOUs
- Exercising sound independent judgment within general policy guidelines by analyzing complex programs, evaluating alternatives and making sound recommendations
- Preparing clear, concise and competent reports, correspondence and other written materials representing assigned areas effectively with others.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator
- Ability to tolerate moderate noise level in working environment
- Ability to multitask in a busy environment

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.