

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

**ASSISTANT SUPERINTENDENT, CURRICULUM AND INSTRUCTION,
SECONDARY EDUCATION (GRADES 6-12), ALTERNATIVE EDUCATION**

DEFINITION

Under the direction of the Associate Superintendent, Education and Support Services, the Assistant Superintendent, Curriculum and Instruction – Secondary Education leads the development, implementation, and oversight of educational programs for grades 6–12. This role ensures alignment with the District’s mission, vision, and goals, so that secondary schools provide rigorous, standards-aligned instruction, college and career readiness programs, and student services that prepare and support students for post-secondary success as defined by the Vision of a CUSD Graduate.

EXAMPLES OF DUTIES

- Develop, implement, and evaluate curriculum, instructional strategies, and assessment systems for middle and high school students.
- Oversee secondary literacy, mathematics, science, social studies, Alternative Education, Visual and Performing Arts, Athletics, and career-technical education (CTE) programs.
- Provide leadership for Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, and other college-readiness initiatives.
- Direct college and career planning programs, including partnerships with higher education institutions and local industries.
- Lead student counseling, health services, well-being, and mental health supports for secondary students.
- Collaborate with secondary principals and instructional staff, ensuring high-quality instruction and equitable student outcomes.
- Collaborate with Assistant Superintendent, Secondary Schools, to ensure coherence of instructional priorities and support for schools.
- Guide student assessment practices, including state testing, formative assessments, and performance-based measures.
- Assist as needed with special education curriculum, programs, and intervention strategies specific to secondary students.
- Develop and oversee intervention and acceleration programs to close achievement gaps at the secondary level.
- Align budget and resources to support secondary curriculum, professional learning, and student support services.
- Serve as the Instructional Materials Review Committee (IMRC) non-voting co-Chair and facilitate the IMRC meetings and processes.
- Oversee and lead the process for the development of District academic calendars.
- Serve as an advisor to the Superintendent on secondary education policies, initiatives, and instructional trends.
- Foster positive relationships with parents, community stakeholders, and business partners to enhance secondary education programs.
- Manage relationships with charter schools, compliance, and service agreements related to secondary education.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Middle and high school curriculum standards, Great First Instruction and instructional strategies, and assessment models.
- College and career readiness programs, including CTE, AP, IB, and dual enrollment pathways.
- Multi-Tiered System of Supports (MTSS) and Professional Learning Communities (PLC) for secondary students.
- State education laws, regulations, and policies governing secondary education.
- School improvement strategies and leadership best practices for secondary school administrators.
- Data-driven decision-making for instructional planning and student achievement.
- Budget planning and resource allocation for secondary education programs.

Ability to:

- Lead, develop, and implement secondary curriculum and instructional programs.
- Guide college and career planning efforts to ensure post-secondary success for students.
- Provide professional development and support for secondary teachers and administrators.
- Use data analysis to drive instructional decisions and improve student outcomes.
- Build community partnerships with local colleges, businesses, and organizations.
- Ensure alignment between general education and special education services for students in grades 6-12.
- Effectively communicate both orally and in writing with diverse stakeholders, including teachers, families, and District leadership

Education: Master's degree in education or a related field from an accredited college or university.

Experience: Minimum eight years of progressively responsible leadership experience, including five years of teaching experience and three years as a secondary principal or district administrator.

Credential: Valid California Teaching Credential and Administrative Services Credential.

Other: Possession of a valid CA Driver's License required