

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

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

**DEFINITION**

Under the direction of the Associate Superintendent of Education and Support Services, the Assistant Superintendent, Secondary Education, (Grades 6-12), Alternative Education, supports the educational programs of the District by serving as a member of the Superintendent's cabinet and by providing leadership and assuming management responsibility of secondary school principals and secondary school operations. The Assistant Superintendent, Secondary Schools, works collaboratively with the Assistant Superintendent, Curriculum and Instruction, Secondary to support the development, selection, implementation, evaluation and continual refinement of the District's Grades 6-12 academic program, Great First Instruction, curricula and assessment system in order to accelerate and enhance student achievement for all students to be college and career ready, as defined by the Vision of a CUSD Graduate.

**EXAMPLES OF DUTIES**

- Supervises and evaluates middle school principals, K-8 principals, high school principals, alternative secondary principals and the principal of the adult school.
- Evaluates principal performance in terms of school's productivity in achieving the District's priorities and expected results.
- Provides ongoing leadership training and development aligned to the California Professional Standards for Education Leaders (CPSELs)
- Evaluates principals based upon the California Professional Standards for Education Leaders (CPSELs).
- Possesses and demonstrates knowledge of the Principal Supervisor Performance Standards.
- Leads principals in using performance outcomes and other data to strategically align people, time, funding, and school processes to continually improve student achievement and growth and to nurture and sustain a positive climate and safe school environment for all stakeholders.
- Directs and monitors assessment of student achievement of each school.
- Is visible in schools to support coaching, feedback and accountability to principals to achieve the District's mission and goals.
- Structures calendar so that at least 60% of each week is dedicated to providing coaching, feedback, and leadership to principals.
- Develops principal capacity through timely and differentiated support based on individual needs and prioritizes principal professional development focusing on quality teaching and learning for all.
- Supports school sites with operational support in emergencies, construction, and development and refinement of the physical plant.
- Advocates and provides principal voice when working in partnership with District departments and District leadership teams.
- Advises and assists principals and school leadership teams in developing and evaluating programs.
- Engages in meaningful dialogue with principals to address academic and student well-being needs of students and families.
- Provides direction and leadership to school administration with the planning, implementation, and evaluation of curriculum development and instructional goals and processes.
- Provides direction and accountability for principals and site administration by monitoring, assessing and evaluating school effectiveness to ensure high-quality instructional programs are provided for all students.

### **EXAMPLES OF DUTIES, CONTINUED**

- Assists the educational community in understanding District, state, and federal goals and objectives, and the strategies utilized for achieving them. Expands public awareness and outreach to broaden support of public schools.
- Establishes a results-based culture through continuous collection, examination, and use of data to develop long and short-range plans to improve the instructional process providing assistance to school sites with on-going monitoring and analysis of the curriculum.
- Plans, develops, and implements effective administrative support systems and delegates appropriate areas of responsibility to subordinates.
- Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
- Serves on community organizations and school and District committees to ensure the interests of the school are properly served.
- Participates in budget planning activities and develops expenditure review and control procedures to ensure appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
- Collaborates with a variety of District staff responsible for educational programs (i.e. special education, language acquisition, Advanced Placement, AVID, GATE, VAPA, ASB, athletics, intervention support) ensuring a comprehensive educational experience for secondary students.
- Provides support to the Superintendent and/or Associate Superintendent with one-time, long-term or ongoing special projects as needed.
- Prepares and maintains a variety of reports, records, and files related to assigned activities and personnel.
- Participates in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
- Attends professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Applicable sections of California Education Code and other applicable laws and collective bargaining agreements
- CPSELs, Principal Supervision Standards
- The state and federal Framework in all subjects taught and District curriculum standards as appropriate
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction
- Current trends and research concerning the growth and development of school-age students
- Practices and procedures of efficient organization and supervision
- Child guidance principles and practices
- Practices, procedures, techniques, and strategies for determining operational effectiveness
- Principles and practices of supervision and training
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness

**QUALIFICATIONS, CONTINUED**

- Human relations, conflict resolution strategies and team-building principles and techniques
- Record-keeping and report preparation techniques
- Effective oral and written communication skills
- Instructional technology
- Student and program assessment systems
- Budget development and management

**Ability to:**

- Lead plan and implement efforts in the area of secondary leadership and instruction
- Demonstrate effective, organizational, and administrative leadership
- Assist secondary schools in the implementation of the District goal areas
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Supervise, evaluate and discipline subordinates
- Establish and maintain professional relationships with pupils, parents, community members, colleagues and staff
- Analyze and evaluate data for specific use
- Demonstrate organizational, time management, analytical and problem-solving skills
- Communicate effectively both orally and in writing using tact and diplomacy
- Train and instruct others in performance of their duties
- Understand and carry out oral and written instructions
- Use interpersonal skills with tact, patience and courtesy
- Maintain confidentiality
- Prioritize workload and conflicting demands
- Establish and maintain records
- Comply with the District's customer service standards, as outlined in Board Policy.

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

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

**Credential:** Valid California Teaching Credential; Valid California Administrative Services Credential.

**Other:** Possession of a valid California Driver's License