

CERTIFICATED

DEPUTY SUPERINTENDENT

Primary Function:	Assist in the overall organization and general administration of the district schools.
Directly Responsible To:	Superintendent of Schools.
Directly Supervises:	Certain assigned certificated and classified staff.
Functional Responsibilities:	Under the direction of the Superintendent, the Deputy Superintendent shall provide leadership in planning and organizing the district's curriculum / instruction, student achievement, educational technology, special education, attendance, alternative education, student information systems, parent & community leadership and relevant budgeting.

QUALIFICATIONS

I. Education

- A. Advanced degree with a major emphasis on curriculum and educational administration
- B. Appropriate administrative credential

II. Experience

Successful experience in coordination, supervision and / or administration of educational programs.

APPOINTMENT

The candidate shall be elected by the Board of Trustees on the recommendation of the Superintendent.

OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for Deputy Superintendent that will define specific areas of responsibility.

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The operational responsibilities of the Deputy Superintendent shall include but not be limited to the following:

1. Interact with a wide range of stakeholders, including representatives from the District, community, county and state.
2. Monitor budgets required by the schools, programs and Educational Services in order to maintain a program of high quality and effectiveness based on supporting student achievement.
3. Coordinate with Business Services and Human Resources to financially support the educational mission of the San Dieguito Union High School District.
4. Assume responsibility for all curriculum, instruction and student achievement.
5. Participate in deliberating on various matters relating to business, finance, human resources, and operational issues.
6. Provide leadership in curricular innovations, research, and educational technology.
7. Direct the organization and evaluation of the instructional program, including assessment, counseling, credit recovery, Adult Education, Alternative Education, Library & Media services, Special Education, calendars and bell schedules, Career & Technical Education and Pupil Services.
8. Assist in the development of inservice training programs for certificated and classified staff.
9. Review and make recommendations for adoption of new instructional materials, both basic and supplementary.
10. Chair special community task force and ad hoc committees as assigned by the Superintendent.
11. Coordinate work of district parent and community committees.
12. Supervise development of federal and state funded programs included in the consolidated application (Chapter I and II, Vocational Education, Migrant Education, Program Improvement, Disproportionality, SIP, EIA, GATE, Common Core, etc.
13. Assist in preparation of reports or supporting data, and perform other duties as may be assigned by the District Superintendent.
14. Supervise all extra-curricular programs including Athletics.
15. Inform the Board and Superintendent of educational matters related to long-range planning and necessary policy and protocol changes.
16. Manage enrollment projections, and school choice and boundary programs.
17. Provide leadership to assist in containing costs and enhancing efficiency.
18. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned duties.
19. Act in a support role to the Superintendent, coordinating inter-divisional projects and activities and assisting the Superintendent with communications with members of Cabinet.

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20. Assist the Superintendent with ongoing communications, providing briefings on operational and policy issues as necessary, coordinating district-related activities and responding to community questions and issues.
21. Respond to and represent the Superintendent to internal and external constituents or community groups, as assigned.
22. Oversee all accreditation programs, including *Accrediting Commissions for Schools, Western Association of Schools and Colleges, (WASC)*, and Uniform Complaints.
23. Perform other duties as assigned by the Superintendent.