

DEPUTY SUPERINTENDENT

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.

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.