

Las Virgenes Unified School District

Assistant Superintendent – Education Responsibilities

Major Duties and Responsibilities:

1. Member of Cabinet with attendance at Cabinet meetings and Cabinet responsibilities
2. Development of Board Agenda items and presentations
3. Chair of District Curriculum Committee
4. Development of Board Agenda Items and Presentations
5. Participation in district Round Table with LVEA

6. Oversight of Curriculum Adoptions including piloting, purchasing, professional development, and replacement
7. Student Discipline including consultation to principals, meeting with parents & students, CHOICES process, and expulsions.
8. Consultation with parents and/or attorneys regarding legal matters related to student discipline and Stipulated Agreements.
9. Support and advisement to staff for legal issues of custody, court orders, subpoenas, restraining orders, pupil records requests, etc.
10. Supervision of Directors including participation in all Special Education legal mediations and/or hearings – Approval of all Stipulated Agreements
11. Oversight of crisis response related to student or site crisis events.
12. Attendance at county Curriculum Council monthly meetings including LACOE and VCOE
13. Oversight and chair of the district LCAP development and implementation
14. Monitoring progress toward LCAP Goals
15. Monitoring LCAP Professional Development implementation plans and budget.
16. Oversight of School Plans for Student Achievement to ensure alignment with district LCAP goals.
17. Monitoring school Multi-Tiered Systems of Support models.
18. Oversight of Universal Screening Assessment JK-12 and student progress monitoring.
19. Coordination and oversight of state mandated assessments including CAHSEE, and STAR.
20. Supervise and monitor Title I Programs and Budgets
21. Coordination and oversight of any CDE Compliance Reviews relating to Curriculum and Instruction

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- 22.** Oversight of Independent Study including approval of concurrent enrollment students
- 23.** Oversight of Counselors K-12
- 24.** Oversight of Perkins Budget and expenditures
- 25.** Oversight of Las Virgenes Academy
- 26.** Administration of the California Healthy Kids Survey and report of findings to the BOE
- 27.** Updates of Board Policy and Administrative Regulations
- 28.** Meeting with parents to resolve complaints at district level
- 29.** Attendance at County and State conferences to remain abreast of current best practices and new laws and regulations
- 30.** Remaining current on legal guidelines in order to advise principals and staff on changes, or address issues
- 31.** Meet regularly with High School Assistant Principals for Curriculum and Instruction to review policies, address questions, and update procedures.
- 32.** Meet regularly with secondary administration teams regarding student discipline policies and procedures including legal guidelines relating to bullying, student safety, student discipline, and course / grade disputes.
- 33.** Development, maintenance, and updates to the district Course Catalogue
- 34.** Review and approval of all district overnight fieldtrip requests followed by agendaing and presenting to the Board of Education

LAS VIRGENES UNIFIED SCHOOL DISTRICT
Job Description

Director of Elementary Education

Description of position: Directs and supports the district's P-5 education program. Responsible for the supervision of elementary principals, curriculum development, and implementation of the elementary instructional program. Provides leadership to revise elementary curriculum in alignment with California Standards and to select instructional materials. Serves as a member of the district management team and the superintendent's cabinet.

Directly Responsible to: Assistant Superintendent – Education

Major Duties and Responsibilities:

1. Coordinates committees to revise curriculum in alignment with California Standards, instructional strategies and assessment programs.
2. Coordinates district-level instructional and supplemental material adoptions.
3. Helps principals build a data-informed culture that moves student learning forward by supporting the use of both quantitative and qualitative information through local, district, state, and nationally normed assessments.
4. Provides assistance and consultation to teachers, teachers-in-charge, grade level lead teachers, support staff and principals regarding all aspects of the instructional program.
5. Supervises elementary principals as assigned. Annually establishes and reviews goals, observes and evaluates elementary principals.
6. Supervises level-appropriate TOSAs (teachers on special assignment).
7. Participates in the recruitment, evaluation, and selection of administrators.
8. Provides oversight of district LCAP (Local Control Accountability Plan) goals and metrics.
9. Oversees the development and implementation of the elementary School Plans for Student Achievement, which includes:
 - a. alignment with district LCAP (Local Control Accountability Plan)
 - b. review / use of student achievement data
 - c. review of progress on prior goals
10. Reviews student assessment data with principals and oversees the implementation of a comprehensive multi-tiered system of county and district support at each elementary school.
11. Prepares and coordinates new and revised administrative and instructional procedures having specific application to the instructional program and the operation of elementary schools.
12. Provides leadership for P-5 curriculum and instruction (including but not limited to the following duties):
 - a. meets with Educational Services team on a regular basis
 - b. attends Curriculum Council meetings monthly.
 - c. chairs the Elementary Principals' meetings monthly.
 - d. collaborates with the Educational Services team to develop a coordinated P-12 staff development program.
 - e. assumes budget responsibility for staff development / curriculum development.
 - f. assists in planning and facilitating district-wide staff development / inservices / retreats.
 - g. plans and oversees 21st Century Learning practices including technology integration.

13. Coordinates and administers the district's Outdoor Education program.
14. Coordinates and administers the district's 4/5 Science Team and the district's Human Growth and Development program.
15. Coordinates primary assessment program in Language Arts and Math, including the Universal Screening Assessment
16. Oversees the elementary English Language Development program including supervision of EL specialists, categorical budget input, materials/supplies purchased for ELD, coordination of staff development in ELD/ELA, coordinates/chairs meetings of DELAC
17. Oversees and administers the Gifted and Talented Education program as it pertains to elementary students.
18. Oversees and collaborates with the Las Virgenes Academy, Independent Study, and home/hospital programs.
19. Supports school administration / staff with student discipline issues including anti-bullying intervention / education programs.
20. Adjunct Duties (includes but not limited to):
 - a. attends all Board of Education meetings and provides presentations and information as needed.
 - b. responds to all initial complaints concerning schools and school personnel under his/her supervision.
 - c. works with the Director of Secondary Education to administer specific programs such as Coordinated Compliance Review; Categorical programs, including but not limited to Title I, Title II, Title IV, and Title VI, as they pertain to elementary education; Consolidated Application budgets, goals, and plans as they pertain to elementary education; others as assigned.
 - d. identifies and facilitates educational grant proposals.
 - e. attends site functions and activities as assigned.
 - f. assists in the expulsion process involving elementary students.
 - g. other duties as assigned.
21. Coordinates elementary parent education programs.
22. Supervises selected site level teacher personnel.

Required Qualifications: MA/MS Degree; appropriate Administrative Credential

Experience: Five years experience as a school principal preferred; site level administrative experience preferred.

Other Qualifications: Cares about children, their academic success, and their social and emotional well being; knowledge and experience in curriculum development; broad teaching and administrative experience including training and experience in supervision and evaluation; ability to work collaboratively with people, providing leadership and supervision; facilitate committees and coordinate multiple tasks simultaneously.

LAS VIRGENES UNIFIED SCHOOL DISTRICT
Job Description

Director of Secondary Education

Description of position: Directs and supports the district's 6-12 education program. Responsible for the supervision of secondary principals, curriculum development, and implementation of the secondary instructional program. Oversees counseling services and college and career centers. Provides leadership to revise secondary curriculum in alignment with California Standards and to select instructional materials. Serves as a member of the district management team and the Superintendent's cabinet.

Directly Responsible to: Assistant Superintendent – Education

Major Duties and Responsibilities:

1. Coordinates committees to revise curriculum in alignment with California Standards, instructional strategies and assessment programs.
2. Coordinates district-level instructional and supplemental material adoptions.
3. Helps principals build a data-informed culture that moves student learning forward by supporting the use of both quantitative and qualitative information through local, district, state, and nationally normed assessments.
4. Provides assistance and consultation to teachers, department chairpersons, support staff and principals regarding all aspects of the instructional program.
5. Supervises secondary principals as assigned. Annually establishes and reviews goals, observes and evaluates selected secondary principals.
6. Supervises level-appropriate TOSAs (teachers on special assignment).
7. Participates in the recruitment, evaluation, and selection of administrators.
8. Provides oversight of district LCAP (Local Control Accountability Plan) goals and metrics.
9. Oversees the development and implementation of the secondary School Plans for Student Achievement, which includes:
 - a. alignment with district LCAP (Local Control Accountability Plan)
 - b. review / use of student achievement data
 - c. review of progress on prior goals
10. Reviews student assessment data with principals and oversees the implementation of a comprehensive multi-tiered system of county and district support at each secondary school.
11. Prepares and coordinates new and revised administrative and instructional procedures having specific application to the instructional program and the operation of secondary schools.
12. Provides leadership for 6-12 curriculum and instruction (including but not limited to the following duties):
 - a. meets with Educational Services team on a regular basis
 - b. attends Curriculum Council meetings monthly
 - c. chairs the Secondary Principals' meetings monthly
 - d. collaborates with the Educational Services team to develop a coordinated P-12 staff development program.
 - e. assumes budget responsibility for staff development / curriculum development.
 - f. assists in planning and facilitating district-wide staff development / inservices / retreats.
 - g. plans and oversees 21st Century Learning practices including technology integration

13. Oversees, administers and provides leadership to the Gifted and Talented Education program as it relates to secondary schools.
14. Oversees athletics program; coordinates with CIF and NCAA.
15. Provides leadership and administration of the Regional Occupation Program (ROP), Vocational Education - Carl Perkins Grant, the School to Career program, and the College and Career Centers.
16. Oversees and collaborates with the Las Virgenes Academy, Independent Study, and home/hospital programs.
17. Coordinates, oversees, and implements the district's drug and alcohol intervention program.
18. Supports school administration / staff with student discipline issues including anti-bullying intervention / education programs.
19. Adjunct Duties (includes but not limited to):
 - a. attends all Board of Education meetings and provides presentations and information as needed.
 - b. responds to all initial complaints concerning schools and school personnel under his/her supervision.
 - c. works with the Director of Elementary Education to administer specific programs such as Coordinated Compliance Review; Categorical programs, including but not limited to Title I, Title II, Title IV, Title VI, TUPE, as they pertain to secondary education; Consolidated Application budgets, goals, and plans as they pertain to secondary education; others as assigned.
 - d. assists principals with activities such as WASC accreditations, PQRs and other outside evaluations.
 - e. provides for the updating and distribution of the Legal Notification Handbook.
 - f. assists in the expulsion process involving secondary students.
 - g. oversees the secondary remediation programs.
 - h. coordinates with summer school provider
 - i. identifies and facilitates educational grant proposals.
 - j. other duties as assigned.
20. Coordinates secondary parent education programs.
21. Supervises selected site level teaching personnel.
22. Serves as liaison to higher education / post secondary school programs.

Required Qualifications: MA/MS Degree; appropriate Administrative Credential

Experience: Five years experience as a school principal preferred; site level administrative experience preferred.

Other Qualifications: Cares about children, their academic success, and their social and emotional well being; knowledge and experience in curriculum development; broad teaching and administrative experience including training and experience in supervision and evaluation; ability to work collaboratively with people, providing leadership and supervision; facilitate committees and coordinate multiple tasks simultaneously.