

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
Position Description

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<b>TITLE:</b>	Deputy Superintendent	<b>REPORTS:</b>	Superintendent
<b>DEPARTMENT:</b>	Deputy Superintendent	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	9-20-07	<b>SALARY:</b>	Range 8

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**BASIC FUNCTION:**

Under the direction of the Superintendent, plans, organizes, and manages the operational activities of the District's schools; plans, organizes, directs and monitors the implementation of the Business, Curriculum and Instruction, Educational Services, Facilities, Planning and Operations, and Human Resources design and delivery systems; plans, organizes, and directs research and development processes, including cost savings techniques, support and delivery systems, as well as product and service audit and evaluation processes; participates and provides leadership in District master planning activities; assists in the formulation of administrative regulations and operational procedures; conducts operational planning and forecasting functions and activities; and other related functions as directed.

Serves as the principal advisor to the Superintendent regarding administration, planning, and governmental relations; provides leadership in relation to external constituencies, including business, local government and community leaders, and state and federal representatives from our District; coordinates District policies and processes regarding charter schools and foundations. Serves as Chief Executive Officer of the District during the absence or incapacity of the Superintendent and has authority over the Business Services, Curriculum and Instruction, Educational Services, Human Resources and Facilities, Planning and Operations divisions.

**DISTINGUISHING CHARACTERISTICS:**

The Deputy Superintendent is the leader responsible for overseeing and aligning district administrative functions, processes and projects that engage multiple divisions. The Deputy Superintendent is a member of the Superintendent's Cabinet. In the absence of the Superintendent, the Deputy Superintendent shall act as Superintendent.

**REPRESENTATIVE DUTIES:**

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

**E = ESSENTIAL FUNCTIONS**

Assists the Superintendent and Board of Education in identifying and establishing District goals and objectives and in the development of strategies and feasibility plans to ensure the achievement of the District's mission. **(E)**

Provides leadership in the identification, allocation, and control of human and fiscal resources. **(E)**

Assists in the planning, developing, and recommending of operational related goals, objectives, and policies related to education. **(E)**

Plans, develops, implements, and administers procedures and standards related to school operations. **(E)**

Assists principals and other administrative personnel in the development of school and/or department action plans in compliance with the District's Strategic Plan. **(E)**

Plans, organizes, develops, and implements results oriented priority operational strategies and procedures. **(E)**

Provides leadership, support, and guidance to members of the District and community to ensure thorough and complete communications relative to the District's mission and goals. **(E)**

Plans, organizes, and directs the preparation of a variety of management reports. **(E)**

Represents the District in meetings and conferences. **(E)**

Assists in the planning, implementation, conduct, and evaluation of public and community relations programs; provides leadership pertaining to the activities and functions of District advisory committees and groups. **(E)**

Serves as a member of the Superintendent's Cabinet and District management team. **(E)**

Attends Board of Education meetings. **(E)**

Performs other related duties as assigned. **(E)**

### **MINIMUM QUALIFICATIONS:**

#### **EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:**

Master's degree required in educational administration, instructional technology, or a closely related field. Education equivalent to the completion of an Ed.D./Ph.D. preferred.

Background that demonstrates leadership roles in organizational planning and public policy development related to education; teaching and/or administrative experience in K-12 education; successful relations with boards of trustees; and experience with governmental entities in the policy-making process.

Employment eligibility that may include fingerprints, health (TB), and/or other employment clearance.

Must have valid California driver's license and automobile available for use.

Must be willing to attend evening, night, and weekend meetings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Principles, trends, goals and objectives of public education.
- Philosophical, fiscal, and legal aspects pertaining to the public school system.
- Principles of administration, personnel supervision, training and evaluation.
- Organization, management, planning, and evaluation strategies, techniques, and procedures.
- Curriculum and instruction design and delivery systems, including audit and evaluation that determine process effectiveness.
- Research and development strategies, processes, and techniques.
- Human relationships, conflict resolution strategies and procedures, and team management building methods and techniques.
- Instructional support programs, functions, and activities.
- California Education Code provisions.

**ABILITY TO:**

- Demonstrate leadership qualities and utilize motivational techniques and strategies in the development of an operational mode that is cost effective and cost beneficial.
- Evaluate and analyze complex problems, issues, and concerns, and recommend appropriate alternative solutions and make effective and timely decisions.
- Communicate effectively in oral and written form, utilizing a simplistic communication mode to ensure understandable and thorough communication.
- Establish and maintain cooperative organizational, governmental, public, and educational community relationships.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- District office environment, school sites, board meetings, and meetings with local, state, and federal agencies.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work.
- Subject to frequent interruptions and extensive contact with staff members and the public.
- Indoor and outdoor environment.
- Subject to various emergency situations.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read and to prepare/process documents, and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.

**HAZARDS:**

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Deputy Superintendent and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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(Signature of Employee)

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(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the human resources office.

Board approved: 09-20-07  
Revised: January 16, 2014