

ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

DEFINITION

Under the direction of the Superintendent, the Assistant Superintendent – Educational Services shall be responsible for planning, organization, coordinating and directing the Educational Services functions of the San Gabriel Valley Regional Occupational Program (ROP). The incumbent provides executive-level leadership to ensure high-quality instructional programs, alignment with career technical education (CTE) pathways, and compliance with State and Federal regulations.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent – Educational Services is a Senior Management position and an essential component of the Superintendent's Cabinet. An employee in this class develops innovative and effective strategies to accomplish ROP goals that are aligned with legal, ethical, and educational standards of the ROP and acceptable to the Governing Board of Directors. The Assistant Superintendent – Educational Services establishes and maintains effective working relationships and provides executive-level leadership through certificated and classified managers and staff engaged in a wide variety of instructional programs and student services. The incumbent provides strategic input on ROP goals and programs, particularly regarding curriculum development, program quality, student outcomes, and alignment with workforce demands and postsecondary pathways.

EXAMPLES OF DUTIES

1. Direct and supervise the Career Technical Education (CTE) programs and instructional services.
2. Train, supervise, and evaluate Educational Services staff and instructional personnel.
3. Work closely with District administrators and CTE personnel to align and expand career pathway opportunities for students.
4. Responsible for updating and maintaining an accurate master ROP class schedule.
5. Direct evaluation of the effectiveness of instructional programs and collaborate with Partner Districts to recommend, develop, and facilitate the implementation of instructional program changes leading towards industry certifications and job placement of students.
6. Oversee the development and maintenance of articulation agreements with post-secondary institutions, providing students with the opportunity to receive college credits for successfully completing ROP courses.
7. Maintain current SGVROP course content and training plans aligned with approved State and Federal standards and initiatives, set by the California Department of Education and the State Superintendent's Office, industry standards, job market, and post-secondary articulations.
8. Develop and secure University of California (UC) approval for new integrated Career Technical Education classes that meet UC's requirements for A-G approval.
9. Oversee and maintain WASC accreditation requirements and provide leadership during the WASC accreditation renewal process.
10. Compile information, as needed, and prepare a variety of reports related to CTE programs, activities and/or grant funding applications and activities.
11. Assimilate and evaluate data, in order to prepare clear comprehensive reports and make sound recommendations, based upon the data.
12. Provide leadership in the planning, coordination, and delivery of professional development and instructional resources to enhance instructional quality and staff effectiveness. Oversee and ensure compliance of all certified programs according to applicable regulations and guidelines, including required reports, records, and instructional activities.
13. Establish and maintain effective communication with CTE instructors and provide assistance to ensure quality career training programs and services.
14. Collaborate with leadership and instructional staff on classroom facility planning, assignments, equipment acquisition, contracts, and procurement of instructional resources in compliance with CTE related funding requirements.



15. Provide leadership and guidance in curriculum development, course alignment, and adherence to CTE standards and industry expectations. Direct the evaluation and continuous improvement of instructional programs, including the implementation of effective instructional practices and compliance with applicable laws and requirements. Ensure the development and implementation of consistent procedures for instructional operations, including student records, attendance, and program documentation. Oversee staffing coordination and continuity of instruction, including monitoring instructor coverage to maintain program quality.
16. Collaborate with business services on budgeting, grants, and resource allocation.
17. Provide executive-level leadership and strategic planning for all instructional programs.
18. Present program updates and recommendations to the Governing Board.
19. Act on behalf of the Superintendent in their absence, as assigned, and represents the ROP in executive, operational, and programmatic matters within the scope of responsibility.
20. Ensure effective student recruitment strategies for CTE classes.
21. Other duties as assigned.

EMPLOYMENT STANDARDS/QUALIFICATIONS

1. A Master's degree or equivalent.
2. Possession of a valid Administrative Services or Designated Subjects Supervision and Coordination credential and a valid teaching credential.
3. A minimum of three years successful teaching experience and a minimum of one year successful administrative/supervisory experience.
4. Experience with CTE instructional programs at the high school level; knowledge of articulation with post-secondary education; experience in curriculum development.

KNOWLEDGE OF

1. Principles of effective organizational management, leadership, supervision methods, and techniques.
2. Current practices in career technical education including new programs, materials, methods, and equipment and the 11 Elements of High Quality CTE Programs.
3. Laws, regulations, and policies related to secondary and post-secondary instructional programs, including instruction, supervision and coordination of classroom and work-based learning.
4. District policies and procedures relative to curriculum, instruction, supervision and evaluation.
5. Curriculum development, effective instructional strategies and techniques, program design, assessment, and evaluation procedures.
6. Course approval, sequencing, and articulation processes.
7. Technology, as it relates to instruction and equipment procurement.
8. Knowledge of community resources, work settings, employment conditions and trends.
9. Current state and national legislation affecting secondary and post-secondary career technical education.
10. School and program accreditation standards and requirements, including (but not limited to): WASC, COE, California State Department of Health, Los Angeles County EMS, CAAHP.

ABILITY TO

1. Motivate, encourage, and provide positive supportive leadership to instructional staff.
2. Instruct, train, evaluate, and supervise assigned staff.
3. Provide advice and consultation with respect to current practices in career technical education, especially high school ROP programs.
4. Interpret and administer statutes, regulations, and policies concerned with the legal responsibilities of high school ROP programs.
5. Assimilate and evaluate data in order to prepare clear comprehensive reports and make sound recommendations based upon the data.
6. Conduct effective in-service and training activities at specific sites.
7. Utilize technology.
8. Communicate clearly and effectively with individuals and/or groups.

9. Establish and maintain cooperative and effective working relationships.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work without guidance from the Superintendent or designee; deal with a high volume of work and tight deadlines; travel to the different high schools; and work indoors in an office environment. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Leadership/Management Salary Schedule

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

***PENDING BOARD APPROVAL 05/20/26**