

Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: ACTING ASSISTANT SUPERINTENDENT - INSTRUCTIONAL SERVICES

- QUALIFICATIONS:**
1. California elementary administrative credential
 2. Master's degree
 3. Successful experience in classroom teaching
 4. Successful experience as elementary/junior high school principal
 5. Knowledge of district level administration
 6. Ability to work effectively with district and school level administrators and staff
 7. Doctoral degree desirable
 8. Demonstrated administrative and supervisory abilities
 9. Knowledge of quality instruction/instructional programs

JOB GOAL: To provide leadership and coordination of exemplary instructional programs and services for all students of the District

REPORTS TO: Superintendent

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Acts as administrative head of school system when designated by the superintendent
2. Coordinates services of the School Instruction department and supervises its projects
3. Works cooperatively with all departments providing instructional services to school sites
4. Provides for continuous evaluation of various programs and services of the School Instruction Department
5. Supervises and evaluates principals of assigned schools as designated by the superintendent
6. Supervises and evaluates administrative personnel as designated by the superintendent
7. Coordinates budget development within the department
8. Makes reports to the Superintendent concerning schools, programs, and services to the District
9. Maintains contact with national, state and local professional organizations and community groups
10. Takes leadership in fostering healthful human relationships which will provide suitable climate for teaching and learning
11. Takes leadership in fostering instructional relationships which will provide suitable climate for teaching and learning
12. Attends all meetings of the Board of Education unless excused by District Superintendent; makes reports as requested concerning educational programs/services of the District
13. Attends job related meetings and activities specified by the Superintendent or the Board of Education
14. Performs additional duties as assigned by the Superintendent or Board of Education

TERMS OF EMPLOYMENT: Compensation and work year to be approved by the Board of Education on a year to year basis

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

3/00