

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Deputy Superintendent	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Superintendent’s Office	<b>Salary Grade:</b>	Contracted
<b>Reports to/Evaluated by:</b>	Superintendent	<b>Salary Schedule:</b>	Administrative Management

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**SUMMARY**

Leads, supervises and implements the educational philosophy, goals, and objectives of the District to positively impact programmatic, school and individual achievement. Articulates, interprets, and implements the vision, goals and objectives of the Superintendent to the community, parents, students, and employees of the Clovis Unified School District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and coordinates the efforts of the Associate Superintendents for School Leadership, Administrative Services, and Human Resources to ensure that all efforts and resources support the District’s Strategic Plan.
- Directs and coordinates the efforts of the General Legal Counsel to ensure that all efforts and resources support the District’s Aims as outlined in the Strategic Plan.
- Directs and coordinates the efforts of the Administrator SELPA and Psych Services to ensure that all efforts and resources support the District’s Aims as outlined in the Strategic Plan.
- Directs and coordinates the efforts of the Chief Technology Officer to ensure that all efforts and resources support the District’s Aims as outlined in the Strategic Plan for all instructional and administrative sites/departments of the District.
- Supports and mentors the Chief Executive Officer – CART when said individual is an employee of the District.
- Recruits and mentors certificated and classified personnel that foster the concept of “It’s people, not programs” that make the positive difference.
- Coordinates, articulates, and monitors the achievement of District, site, and programmatic goals.
- Provides leadership to ensure District goals and policies are clearly communicated and implemented.
- Represents the District at the County, Regional and State levels concerning K-12 educational issues.
- Coordinates and monitors the distribution of site and department resources.

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- Works cooperatively with the Associate Superintendent, Administrative Services in developing and monitoring budgets for the total educational program.
- Develops and monitors budgets for programs supervised.
- Conducts meetings and disseminates information to interpret changes and additions to Board policies and/or administrative regulations.
- Interprets and monitors trends, developments, and legal requirements in education as they pertain to the areas of responsibility.
- Directs staff members about school and department matters pertaining to the implementation of Board policy and administrative regulations.
- Serves as a District link to post-secondary institutions and programs.
- Responsible for the coordination of community involvement including the development of school advisory and appropriate District advisory committees related to areas of responsibility.
- Confers with the appropriate administrators on matters of mutual concern or as requested by the Superintendent.
- Performs such other duties and assumes such other responsibilities as the Superintendent may assign.

### **QUALIFICATIONS**

**Education and Experience:** California Administrative Services Credential, a Master's degree; at least five years classroom experience; and administrative experience as a school site principal and District level administrator. Doctorate recommended.