

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklin.usd.org](http://www.rocklin.usd.org)



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## Job Description

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**POSITION TITLE:** Deputy Superintendent, Educational Services

**SALARY PLACEMENT:** Assistant Superintendent Salary Schedule

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### **SUMMARY:**

Provides an effective blend of educational services and programs for the District by promoting high quality educational opportunities for all students. Provides leadership for the continuous evaluation and improvement of District wide educational programs and services. Overseen by this position are: Director of Special Education and Support Programs; Director of Elementary Programs and School Leadership; Director of Secondary Programs and School Leadership; Assistant Director of Innovation and School Programs; Program Specialist II – English Language Development and Assessment Support; and K-12 Principals; and clerical staff. The Deputy Superintendent of Educational Services is responsible for the overall direction, coordination, and supervision of these positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; supervising employees; addressing complaints and resolving problems.

### **SUPERVISOR:**

This position reports directly to the Superintendent.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists in the general planning, organization and management of the District
2. Provides direction for all instructional programs within the policies of the Board of Trustees and in accordance with all state statutes and regulations.
3. Oversees the District's instructional, pupil personnel, special education, categorical programs, assessment, and professional learning programs, and continuous improvement processes.
4. Identifies and facilitates development of innovative and effective programs through research and data analysis, remaining informed of trends and best practices in curriculum, teaching, management and learning materials. Provides leadership in these matters to staff and community.
5. Leads District efforts towards equity and inclusion goals through collaborative processes with staff and community, resulting in systems for ongoing professional learning, community outreach, and closure of achievement and wellness gaps for students.
6. Develops and implements a preschool through secondary education articulation plan including specific program description, training, and assessment, within the parameters of District goals, priorities, and budget restraints and governing regulations.
7. Ensures that high performance standards are developed and maintained for both staff and students.
8. Directs and assists management personnel with the instructional focus of their programs, and with the development of their site and program specific goals.

9. Serves as the District's Compliance Officer and lead investigator for uniform complaints; oversees system compliance efforts by strengthening a culture that supports a safe and nondiscriminating learning environment.
10. Participates as a member of the Superintendent's Cabinet.
11. Prepares and submits reports and makes presentations to staff, the Board and the Community.
12. Develops new policies for submission to the Board.
13. Develops, controls, and manages the budget for Educational Services.
14. Oversees the educational specifications development for all new facilities. Assists in the implementation of the Master Plan.
15. Assists Trustees and Superintendent in the development and implementation of the District's Strategic Plan, the Local Control and Accountability Plan (LCAP), and assumes responsibility for overseeing implementation.
16. Directs and assists leadership/management personnel with the responsibility for providing leadership, direction, oversight, and vision for the effective use of all Rocklin Unified School District (RUSD) instructional and resources and services.
17. Performs related duties as required.

**KNOWLEDGE OF:**

- Curriculum, instruction, and assessment
- Continuous improvement systems for program evaluation and improvement
- Data collection and analysis to support program evaluation and improvement
- Principles of management
- District policy and procedure
- State and Federal regulations
- Budget preparation and control
- District goals, objectives and policies
- Knowledge and working application of instructional technology
- Interpersonal skills such as counseling, coaching, and mediation
- Oral and written communications
- Operation of personal computers and related software
- Time management
- Policies and objectives of assigned programs
- Strong background and/or experience in all aspects of curriculum, assessment, and instruction

**ABILITY TO:**

- Manage and lead a large group of certificated and classified employees
- Exercise knowledge and understanding of education theory
- Facilitate a variety of meetings
- Direct a grant process
- Plan, organize, and administer programs
- Train and supervise staff performance
- Prioritize and schedule work
- Prepare and monitor budgets
- Explain and enforce policies and regulations
- Establish and maintain effective relationships with others
- Operate a personal computer and related software

**EDUCATION:**

Master's Degree (M.A.)

**EXPERIENCE:**

Ten years related experience including three years in administration or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid CA driver's license

Valid CA Administrative Credential (preferred)

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Medical Category I:**

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display. The employee occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adoption Date: May 16, 1996  
Revised: February 11, 2020

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

**The Rocklin Unified School District maintains a tobacco-free, drug-free environment.**