

ASSISTANT SUPERINTENDENT, EDUCATION AND ASSESSMENT SERVICES**GENERAL RESPONSIBILITIES**

The Assistant Superintendent, Education and Assessment Services, serves the Superintendent in the area of responsibility within the Education and Assessment Services Division.

RESPONSIBILITIES AND DUTIES

The Assistant Superintendent, Education and Assessment Services, shall:

1. Administer, coordinate, and supervise activities of the Education and Assessment Services Division.
2. Develop and implement policies, procedures, rules and regulations of the Education and Assessment Services Division.
3. Coordinate approval process for educational matters requiring District or Board of Trustees approval.
4. Be responsible for review and adoption process for textbooks and other learning materials.
5. Serve as a member of the Superintendent's Cabinet, the Administrative Council, and as a liaison between the assistant principals' committees and District curriculum committees.
6. Be responsible for coordinating activities of the various assistant principal committees.
7. Be responsible for instructional program development and evaluation.
8. Coordinate District inservice and staff development programs and assist in campus inservice and staff development programs, including conference attendance.
9. Be responsible for District curriculum committee coordination.
10. Be responsible for coordination with out-of-district educational agencies and councils.
11. Be responsible for pupil personnel services
12. Be responsible for health, home teaching, psychological, counseling and guidance services.
13. Be responsible for special education program coordination.
14. Be responsible for student attendance and discipline programs.

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15. Represent the Superintendent in matters dealing with student discipline, student attendance, and educational programs and materials.
16. Be responsible for pupil assessment program.
17. Promote and coordinate implementation of instructional and pupil services improvement programs, including staff-initiated and legislative-initiated changes.
18. Be responsible for Federal and State special-funded educational programs.
19. Be responsible for adult, vocational, and career education programs.
20. Provide communications and information to the Board of Trustees, staff members, and the community regarding educational matters.
21. Be responsible for Title IX student, educational programs, and activities compliance.
22. Serve as the District's Compliance Officer.
23. Oversee and administer professional development programs.
24. Perform other duties as assigned by the Superintendent.