



Southern California Conference
of Seventh-day Adventists

JOB DESCRIPTION

POSITION TITLE: Associate Superintendent of Schools **DATE:** April 19, 2022
DEPARTMENT: Education **REPORTS TO:** Vice President for Education
CLASSIFICATION: Exempt, Full-Time (SOC11-9032 AF40) **SALARY:** \$66,040 - \$77,428

POSITION SUMMARY

Support the Southern California Conference (SCC) in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement and stewardship, unity in diversity, and relationships and team.

Actively assist administrative and teaching personnel in their mission of providing Adventist Christian Education of the highest quality for their students.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Supervise and assist the administration of assigned SCC schools in the following ways:
 - a) Assist in the recruitment, transferring, hiring, and termination of school personnel as needed in Conference schools.
 - b) Implement and maintain SDA curriculum and standards, coordinate curriculum and instruction workshops, seminars, continuing education, and professional growth activities in conjunction with the Vice President of Schools
 - c) Chair the Annual Secondary Credit Review Committee.
 - d) Co-Chair the SCC Elementary & Secondary Curriculum Committee.
 - e) Facilitate the accreditation process of all schools:
 - Serve as the liaison for the conference to the Union Office of Education who oversees the WASC (Western Associate of School and Colleges) accreditation process.
 - Organize and help lead all elementary schools with their AAA (Adventist Association of Accreditation) process which include setting dates for school evaluation visits and annual interim progress reporting; organizing committees designated to visit schools being evaluated; create the calendar for such visits prior to the expiration date of the school's accreditation; process all paperwork related to informing the accreditation bodies of accreditation reports and recommendations regarding school's being evaluated.

- f) Oversee the I-20/SEVIS program for international students throughout the conference with assistance from the Office of Education's assigned Administrative Assistant.
 - g) Coordinate and plan the Southern California Conference Annual Robotics Challenge.
 - h) Provide administrative services at the local school level as needed, assist/monitor principals as appropriate, especially in the areas of finance and personnel, and supervision of instruction.
 - i) Maintain adherence to electronic school management systems, student and teacher records.
 - j) Initiate, encourage, and evaluate experimental programs according to schools' specific needs.
 - k) Conduct or participate in pilot studies in cooperation with the NAD or PUC Offices of Education.
 - l) Oversee Adventist Risk Management (ARM) issues that may occur at the local school levels.
 - m) Provide, in an interim capacity, administrative services needed at the local school level based on unexpected emergencies during the course of a given school year.
 - n) Fulfill church preaching assignments when requested and speak at school functions such as Home and School meetings, school constituency sessions, and graduations.
3. Promote and market Seventh-day Adventist Education at Region pastors' meetings, Conference churches, and schools.
 4. Serve as a member of and attend boards, committees, and meetings as assigned by SCC and PUC Office of Education.
 5. Keep the Vice President for Education informed of issues relating to the schools assigned, especially when there are potential problems and legal issues.
 6. Perform other duties as assigned by the Vice President for Education.

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good-standing, and
- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach, and
- Meet the requirements below:

A. Education and Experience

Master's degree in education or related field from an accredited college or university is required. Doctoral degree is preferred. At least seven (7) years combined teaching and administrative experience in Seventh-day Adventist schools.

B. Competencies

- Strong background in administration, finance, personnel management, curriculum instruction, evaluation, and public relations.
- Good written and verbal communication skills in English (composition, spelling, and punctuation).
- Ability to maintain strict confidentiality of privileged information.
- Attention to detail and commitment to accuracy.
- Work under pressure and ability to meet deadlines.
- Ability to multitask and good organizational skills.
- Ability to work with diverse groups.
- Ability to function as a team player.

C. Personality Traits

Convey spiritual compassion, understanding, and empathy in their leadership.

D. Certificates, Licenses, Registrations

- Valid SDA Teaching credential and Administrative credential.
- Memberships in professional organizations such as NASSP and others.
- Valid documentation of legal right to work in the United States.
- Valid driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand, walk, use hands and fingers, reach with arms, talk and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, and peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.