

# SWEETWATER UNION HIGH SCHOOL DISTRICT

Announces An  
Employment Opportunity For An



ASSISTANT SUPERINTENDENT  
FOR  
CURRICULUM

[WWW.SUHSD.K12.CA.US](http://WWW.SUHSD.K12.CA.US)

The Sweetwater Union High School District is committed to holding its students to rigorous academic standards. Supported by the collaborative effort of staff, parents and community members, our students will excel as lifelong learners, and make meaningful contributions to their communities.

## THE DISTRICT

Founded in 1920, the Sweetwater Union High School District has grown to become California's largest secondary school system. Located in southern San Diego County, the District encompasses one junior high school, ten middle schools, twelve senior high schools, one continuation high school, an alternative education program, four adult schools, and a Career Awareness/Regional Occupation Program (ROP) Center. Enrollment has increased one to four percent annually during the last decade and approximately 84 percent of the students come from ethnically diverse backgrounds. One of every two students speaks a language other than English at home and 27 percent are designated "limited-English" proficient. The District serves over 40,000 grade 7 to 12 students and over 30,000 adult education students. To keep up with the unprecedented growth, Sweetwater opened Otay Ranch High and East Lake Middle School in July 2003. Sweetwater's thirteenth high school, as yet unnamed, is under construction and scheduled to open in August 2006. Plans for three more new schools (a high school and two middle schools) are on the drawing board.



Fifteen Sweetwater campuses have earned a California Distinguished School Award from the California Department of Education. Nineteen schools have won the California School Board Association's Golden Bell Award for programs in areas such as math, music, literacy and science. Three District high schools (Bonita Vista, Southwest, and Sweetwater) were ranked among the top 4 percent of high schools in the nation by Newsweek Magazine. In addition, all District high schools earned full six-year approval from the Western Association of Schools and Colleges accreditation review because of the quality of educational programs offered. Sweetwater has a history of successfully preparing students for the future. More than 250,000 students have graduated from the District since its founding in 1920. District graduates have led scientific advances; served in local, state, and national government; returned to teach in Sweetwater schools; built prosperous businesses; and even brought home Olympic gold.



Sweetwater educators and staff enjoy the friendliness of small communities plus the convenience and opportunities of living in a large metropolitan area. The surrounding communities of San Diego, National City, Chula Vista, Bonita, Imperial Beach, and San Ysidro offer housing of all sizes, types, and price ranges. The eastern territories of Chula Vista have been reported as the seventh fastest growing region in the nation, accounting for over 20,000 new homes in a 12-year span.

## THE ORGANIZATION

A five-member Board of Trustees, elected for four-year terms, governs the District. The Board sets District policy, establishes broad goals, and appoints the District's Superintendent, General Counsel and Executive Assistant to the Board. The Superintendent is responsible for implementing Board policy; assessing curriculum, programs, and projects; developing and administering the annual budget; appointing administrators, faculty, and staff; and managing all District operations and school construction and renovation projects. The District has an annual budget of over \$300 million and employs over 4,000 highly dedicated full and part-time administrators, faculty and staff. The District is large enough to offer opportunities for advancement yet small enough so that administrators know staff personally.

## THE POSITION

The Assistant Superintendent for Curriculum reports directly to the Superintendent and oversees designated District office instructional support departments. The Assistant Superintendent manages the direct learning support supervision of designated District office instructional support departments and other adjunct staff assignments, and assists the Superintendent with administrative detail and operations as needed.



# STATEMENT

academic standards, which will successfully prepare them to meet the challenges of the 21<sup>st</sup> century. Support academic and technological competencies, which enable them to achieve career goals, become contributors to a multilingual, multicultural society.

## RESPONSIBILITIES

As a key member of the District's executive committee, the **Assistant Superintendent for Curriculum** is primarily responsible for:

- managing the District office instructional support departments to ensure programs approved by the Board of Trustees are fully and appropriately implemented in all schools;
- overseeing Area Superintendents' comprehensive articulation among programs and between school levels;
- initiating plans and implementing activities designed to make schools more effective;
- evaluating the performance of the District office instructional support department heads;
- providing administrative leadership of District office instructional support departments, such as alternative programs, categorical programs, Compact for Success, curriculum and instruction, district academic support programs (DASP), student support services, professional development, and other programs.



In addition, the Assistant Superintendent supervises eleven department directors and approximately 150 employees. The Assistant Superintendent oversees the improvement of curriculum, the continuing evaluation and revision of courses of study, the development of new courses of study, and the adoption of instructional materials. The Assistant Superintendent also works with other staff to develop appropriate studies and project future needs of the District.

## QUALIFICATIONS

Candidates must have a Master's degree from an accredited college or university, seven years increasingly responsible educational administration experience, and possession of or ability to obtain a California Administrative Services credential. A doctorate degree, experience as a secondary school principal, and as a K – 12 district office division/department head are highly desirable. Bilingual (English-Spanish) speaking skills are also desirable.

The ideal candidate will be knowledgeable of state-of-the-art theories, techniques and methodologies of instruction, student support program administration and management, and school operations. Other knowledge should include:

- principles and practices of educational and administrative program development, implementation and evaluation;
- human resources management, employer-employee relations, collective bargaining process and contract administration.

Additionally, the candidate will be able to provide leadership and direction to the instructional program; interpret, apply and communicate applicable federal, state, and local policies, procedures, laws and regulations; analyze and interpret data; prepare and present oral and written reports to a diverse audience; and establish and maintain a cooperative professional working relationship in the performance of position responsibilities.

## PERSONAL QUALIFICATIONS

- A Proven Leader With a Vision
- Open and Accessible
- A Collaborative Decision Maker
- Decisive
- A Problem Solver
- Customer Service Focused
- An Excellent Communicator
- Proactive
- Ethical and Trustworthy
- Politically Astute but Apolitical
- Willing to Challenge the Status Quo
- Open and Accessible
- Enthusiastic and Demonstrates Initiative

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## SALARY AND BENEFITS

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The current salary for the **Assistant Superintendent for Curriculum** position is \$138,341. The District also offers an excellent and competitive management benefits package that includes:

- **Retirement** in one of the California State Retirement Systems (PERS/STRS)
- **Vacation:** 24 days
- **Holidays:** 16 days
- **Expense Allocation:** \$600/month
- **Life Insurance:** \$50,000 term
- **Medical/Dental/Vision:** Employee and family coverage

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## EQUAL OPPORTUNITY

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Sweetwater Union High School District is an equal opportunity employer. The District seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Candidates who require reasonable accommodations in the selection process should state their needs in writing when submitting an application package.

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## APPLICATION PROCESS

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An application package consisting of two (2) copies of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. A questionnaire can be obtained by calling RJA at (626) 447-3318 or through our website. Completed application packages should be sent to:

Dr. Richard Garcia, President  
**RJA Management Services, Inc.**  
550 W. Duarte Road, Suite 6  
Arcadia, CA 91007  
AA/EOE

[www.rjamanagement.com](http://www.rjamanagement.com)

All application materials must be received by  
**MARCH 10, 2006**

Following the filing date, application materials will be screened against the criteria in this brochure and preliminary interviews will be scheduled with candidates having the most relevant qualifications. The Client will determine which candidates to invite to participate in the formal interview process. Selection of the **Assistant Superintendent for Curriculum** will follow shortly thereafter.

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## ADDITIONAL INFORMATION

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Additional information about the Sweetwater Union High School District may be obtained at:

[www.suhisd.k12.ca.us](http://www.suhisd.k12.ca.us)

