

SAMPLE #2 - *modify as needed*

SCHOOL DISTRICT
BOARD OF EDUCATION POLICY
Assistant Superintendent – Curriculum and Instruction
Job Description

<u>JOB TITLE:</u>	Assistant Superintendent
<u>IMMEDIATE SUPERVISOR:</u>	Superintendent of Schools
<u>CERTIFICATION:</u>	New York State School District Administrator
<u>DEPARTMENT:</u>	District
<u>SUPERVISES:</u>	Curriculum Coordinators and Directors

Scope of Responsibility

The Assistant Superintendent serves as overseer of the curriculum, acts as an instructional leader of the district, and the primary evaluator of curricular coordinator/director administrators. (S)he ensures the district/school educational objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas. The Assistant Superintendent assists the Superintendent in all matters as defined by the Superintendent of Schools.

Job Goals

To provide the instructional and curricular leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, and achievement for all students.

To act as the Superintendent of Schools in the absence of the Superintendent of Schools.

Qualifications

- a. Hold or be eligible for the required New York State administrator certification.
- b. Leadership ability in school administration, instructional strategies and assessment, curriculum development, professional development, grant development, program evaluation and improvement, supervision and evaluation, and educational technology.
- c. Excellent interpersonal and communication skills.

Alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Seven Areas of Performance Responsibilities

1. Leadership and Administration
2. Curriculum and Instruction
3. Student Services
4. Personnel
5. Budget and Unit Finances
6. School-Community Relations
7. Professional Growth

LEADERSHIP AND ADMINISTRATION:

- 1.1 Supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations and the provisions of the district's collective bargaining agreements.
- 1.2 Responsible for the development of annual goals and action planning for the teaching and learning program.
- 1.3 Assists in the creation of all reports, records, and other paperwork as required by the Board of Education, the State Department of Education, and the Federal Government, and/or paperwork that may be appropriate to the district's administration.
- 1.4 Keeps the Superintendent informed and works cooperatively with all other administrators in school and district-related matters.
- 1.5 Leads appropriate professional meetings.
- 1.6 Establishes and maintains efficient administrative procedures to support the teaching and learning functions of the district.
- 1.8 Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent

2. CURRICULUM AND INSTRUCTION:

- 2.1 Responsible for the implementation of curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
- 2.2 Directs the development, evaluation, and revision of curriculum and instruction and assumes responsibility for the implementation of approved programs. Coordinates and articulates curriculum among and between the grades.
- 2.3 Responsible for the formulation, planning, and implementation of the professional development program for professional staff (teachers and administrators).
- 2.4 Works with administrators in the evaluation of instructional materials, including textbooks, digital resources, library/media acquisitions, and other instructional materials.
- 2.5 Provides leadership in developing plans for instructional research; pilot studies for curriculum, instruction, and technology; and new courses of study.
- 2.6 Responsible for assessing results of programs and addressing areas in need of improvement.
- 2.7 Seeks and applies for appropriate competitive grants.
- 2.8 Responsible for the formulation, planning, and implementation of Federal grants.

3. STUDENT SERVICES:

3.1 Works with Principals and Curriculum Coordinators to develop plans for assessing and monitoring the progress of all students. Coordinates and articulates assessment among and between grades.

3.2 Oversees the planning and delivery of all state and federally funded compensatory education services.

3.3 Creates and monitors the system to maintain individual student records and reports of pupil progress.

4. PERSONNEL:

4.1 Supervises and manages Curriculum Coordinators/Directors in compliance with local, state, and federal law and the policies and procedures of the school district.

4.2 Observes and evaluates annually Curriculum Coordinators/Directors in accordance with law and established procedures.

4.3 Responsible for developing and directing the orientation and induction program for new staff members, including assigning mentors.

4.4 Promotes effective communication and cooperation among administrators.

5. BUDGET AND UNIT FINANCES:

5.1 Assists in the development of budgets including staffing needs, instructional materials and resources, and provision for the activities of the district.

5.2 Coordinates the preparation of department and program budget requests through the improvement planning process.

5.3 Develops, monitors, and maintains Federal and competitive grant budgets.

6. SCHOOL-COMMUNITY RELATIONS:

6.1 Promotes and assists in the coordination of effective communication.

6.2 Promotes effective communication among all members of the school community.

6.3 Develops and maintains good relations with the school community.

6.4 Seeks talent and support from the community to further the educational goals of the district.

6.5 Works cooperatively with colleagues within the district and from other school districts.

6.6 Serves on district committees, participates in district activities, and represents the district as warranted, or as directed by the Superintendent.

7. PROFESSIONAL GROWTH:

7.1 Sets goals for self-improvement; carries out individual improvement plan developed with the Superintendent.

7.2 Maintains a high level of competence in the field of education, remaining current in issues related to areas of responsibility.

7.3 Maintains a high level of personal integrity and a strong work ethic.

Terms of Employment:

As set by the Board of Education on recommendation of the Superintendent.

Evaluation Performance:

Evaluated in accordance with individual contract, state law and Board of Education policy.

Salary:

As set by the Board of Education on recommendation of the Superintendent.

Americans with Disabilities Act Statement:

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Superintendent of Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.