

DISTRICT SCHOOL

Board of Education

Assistant Superintendent for Curriculum and Instructional Services
Job Description

REPORTS TO: Superintendent of Schools

JOB GOAL:

To provide leadership in strategic planning, curriculum development, research and evaluation, exceptional student education, student services, career, community, and technical education, instructional media and technology, federal programs, and staff development.

MINIMUM QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership, School Principal, or Professional School Principal.
- (3) Experience in public school administration or public school district administration.
- (4) Experience in leadership of curriculum and instruction.

EXPECTED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of national, state and local educational goals and objectives.
- Knowledge of learning theory, program planning, curriculum development, and management of instructional programs.
- Knowledge of statutory and regulatory requirements in area of responsibility.
- Ability to interpret and implement laws, rules, and policies.
- Ability to supervise people. Ability to plan and present information to a variety of audiences.
- Ability to facilitate various size groups using facilitative leadership skills.
- Skills in written and oral communication, planning, and organization.
- Knowledge of current educational trends, methods, research, and technology.
- In-depth knowledge of assigned curriculum, program, or service area.
- Ability to collect, analyze and interpret data. Ability to work collaboratively with others.

SUPERVISES:

Director of Curriculum and Instructional Services K-12
Director of Student Services and Discipline
Director of Exceptional Student Education Services
Director of Career, Community, and Technical Education Services.
Director of Research and Evaluation Services
Director of Instructional Media Services
Director of Staff Development
Director of Pre-K Services
Director of Communications
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication

- * (1) Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- * (2) Work closely with Administrative Assistants for Elementary and Middle Schools and the Assistant Superintendent for Administration to support school improvement initiatives and processes.
- * (3) Maintain communication with other agencies and school districts to share and receive information on effective programs and practices.
- * (4) Report on the status of curriculum and instructional programs and services, including assessment and evaluation information, at the request of the Superintendent.
- * (5) Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.

Critical Thinking

- * (6) Initiate the development of programmatic goals and instructional objectives on a District wide basis within the scope of School Board policy, administrative direction, assessed student needs, and operational constraints.
- * (7) Assist in organizational analysis and development.
- * (8) Assist in the development of policies and administrative guidelines for curriculum and instructional services.
- * (9) Assist in the preparation of the School Board meeting agenda.
- * (10) Establish a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.
- * (11) Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the District's goals and objectives.
- * (12) Use technology effectively.

Proactive Orientation

- * (13) Provide leadership, oversight, and direction for the overall activities of planning all District instructional and non -instructional support programs.
- * (14) Provide leadership for school improvement.
- * (15) Exercise proactive leadership in promoting the vision and mission of the District.

Facilitation

- * (16) Provide oversight and direction for cooperation planning with other agencies.
- * (17) Provide leadership for the articulation among all instructional levels as well as among basic, exceptional, and career/technical programs.
- * (18) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.

* (19) Provide leadership for a collaborative team to ensure that curriculum and instructional initiatives are student focused and aligned with the District's mission and beliefs and school goals and improvement plans.

Continuous Improvement

* (20) Set high standards of performance for self and others.

* (21) Keep well informed about current trends in curriculum and best instructional practices.

* (22) Attend meetings and conferences which promote professional growth and will benefit the District.

* (23) Promote and support professional development for self and others.

Technical/Professional Knowledge

* (24) Direct the overall development, coordination, implementation and evaluation of all District curriculum and instructional support programs.

* (25) Direct and supervise the development and implementation of District performance standards and Sunshine State Standards.

* (26) Oversee the summer school program.

* (27) Direct and supervise the development, revision, and implementation of the District's Pupil Progression Plan in coordination with the Administrative Assistants for Elementary and Middle Schools and the Assistant Superintendent for Administration.

* (28) Provide leadership in identifying and acquiring appropriate teaching materials, textbooks, and equipment.

* (29) Assist with the development of educational specifications and school design.

* (30) Oversee the grant proposal development process.

* (31) Oversee the regional accreditation process.

* (32) Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.

* (33) Assist with the recruitment, selection, and placement of instructional and administrative personnel.

* (34) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.

* (35) Assist in development of the instructional allocation formula.

* (36) Assist in the preparation for collective bargaining negotiations.

Constancy of Purpose

* (37) Maintain good public relations with parents, business, and community groups to provide information and receive feedback.

* (38) Serve as liaison between the State Education Department and the instructional staff of the District in communicating and planning program requirements of state statutes, Board of Regents rules, and Commissioner of Education regulations, and mandated federal programs.

* (39) Exhibit confidence and commitment to the vision and mission of the District.

* (40) Serve on the Superintendent's Leadership Team.

* (41) Perform other incidental tasks consistent with the goals and objectives of this position.

* (42) Serve as a district representative at emergency shelters as determined by the Superintendent.

Managerial

- * (43) Monitor all curriculum and instructional services.
- * (44) Prepare or oversee the preparation of all required reports.
- * (45) Assist in the development of the District budget and manage the Curriculum and Instructional Services budget.
- * (46) Oversee the planning and implementation of the District's staff development program.

Decisiveness

- * (47) Provide for the design of professional development assistance plans for Curriculum and Instructional Services staff as necessary and appropriate.
- * (48) Make and share decisions in a timely manner.
- * (49) Respond quickly to school needs and concerns.
- * (50) Respond immediately to emergency situations.
- * (51) Provide relevant information and data to others in a timely manner.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education policy on evaluation of personnel and the contractual agreement with the employee.