



Assistant Superintendent-Curriculum and Instruction

Exempt

General Definition of Work

Performs complex professional work planning, directing and implementing county school's instruction, staff development and curriculum programs; provides direction and guidance to a variety of programs affecting all students; does related work as required, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary

State salary schedule

Reports to

Superintendent

Essential Functions

- Provides leadership with curriculum and instructional support team in the development of curriculum guides, task analyses, and assessment items.
- Leads in the evaluation of instructional methods and programs, recommending how such methods and programs could be implemented in the district.
- Collaborates with Directors and Administrators regarding professional development necessary for the effective implementation of the intended curriculum and instructional best practices in all schools.
- Plans and carries out district wide programs of professional development based on a needs assessment from a curriculum, instruction and assessment review.
- Collaborates with the district staff on the development of local benchmark assessments.
- Collaborates with the district staff on educational research to assist the district's instructional program.
- Assists in the recruiting, screening and training of qualified candidates for positions in the Curriculum and Instruction Department.
- Assists in the implementation and evaluation of grants.
- Collaborates with principals and other district staff about curriculum content and instructional strategies to support teacher professional growth and development and classroom effectiveness.
- Works cooperatively with others to ensure horizontal and vertical alignment among programs.
- Supervises and coordinates the work of curriculum content specialists who provide special support to the schools.
- Oversees complaints related to curriculum or instructional practices.
- Prepares and administers the budget for instructional materials.
- Provides guidance in the selection and use of textbooks, digital resources and other teaching materials and professional development to maximize their effective use.

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- Keeps current with educational developments and the literature in the field of education and participates in the affairs of state and national professional organizations devoted to the advancement of curriculum and instruction.
- Makes presentations as needed to the Board of Education.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of federal, state, and local regulations regarding curriculum planning and organizational development.
- Thorough knowledge of County and School Board policies, procedures and standards regarding Education.
- Comprehensive knowledge of the principles, practices and procedures of school administration.
- Comprehensive knowledge of school division objectives, procedures and organization.
- Comprehensive knowledge of school personnel and administrative practices, procedures and methods.
- Excellent oral and written communication skills.
- Ability to work with and through School Board members, administrators, teachers and all support staff.
- Ability to conceptualize, initiate, monitor and evaluate new and/or current programs.
- Ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff and associates.

Education and Experience

- Master's degree with coursework in education, school administration, or related field and extensive experience as a principal, and as a teacher, or equivalent combination of education and experience.

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Professional Educator's License in Administration or Curriculum.



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Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.