

ASSISTANT SUPERINTENDENT – INSTRUCTIONAL SERVICES

JD LOCATOR: 2.15.3

Adopted: _____
Revised: 9/01, 7/09

REPORTS TO:	Superintendent
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certificated staff.

JOB SUMMARY

The Assistant Superintendent – Instructional Services assists the superintendent in the areas of curriculum development, implementation, and assessment through the following actions:

1. Providing leadership and supervision of assigned staff.
2. Determining and addressing the needs of the district in the areas of curriculum, instruction, and professional staff development.
3. Providing leadership in the development, implementation and coordination of the district's K-12 instructional program as well as communicating with the residents of the district about this program.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Works with superintendent, Board, principals, instructional specialists, faculty, and community members, as appropriate in developing the philosophy, goals, and policies of the instructional program.
2. Provides leadership in the overall operations of instructional services including the identification of and the addressing of school, staff, and students' needs as they relate to the development, implementation, and assessment of curriculum, instruction, and professional staff development activities.
3. Provides leadership to ensure the understanding and promotion of the educational objectives of the district.
4. Works with the administration and faculty in organizing and coordinating appropriate grade-level and departmental meetings, as well as, special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program (K-12) throughout the district.
5. Assists the superintendent in the development of district policies and regulations for the smooth implementation of the instructional program.
6. Demonstrates leadership in assessing needs, planning, administering, and evaluating a multi-faceted in-service education program for both the administrative and instructional staff, coordinates all instructional service reporting requirements, and prepares an annual calendar for instructional service activities.
7. Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
8. Supervises the development of curriculum documents and related materials prepared by personnel in the district and ensures that all district curriculum is approved by the Board of Education in accordance with state regulations and district needs.
9. Supervises the process of selection of textbooks and instructional materials for the district in cooperation with building principals, instructional specialists, and faculty.
10. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and assessment programs for the district.
11. Serves as district representative to various state, and national curriculum and instruction related associations and committees.

12. Interprets changes in curriculum and instructional practice to the Board of Education, the administration, faculty, and general public.
13. Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction within the district.
14. Assumes responsibility for developing, coordinating, reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
15. Directs the organization and supervision of summer school.
16. Monitors assigned programs and related financial activity for the purpose of ensuring that performance objectives are met, allocations are accurate, revenues and expenses are within budget and/or operational practices are followed.
17. Collects, analyzes, and presents complex technical data; identifies potential problems and evaluates alternative solutions; prepares sound recommendations.
18. Responds to a variety of requests for information, questions, complaints, and appeals about district-wide programs and procedures.
19. Establishes a systemic approach to curriculum and instructional development, implementation and evaluation.
20. Ensures that state and national curriculum standards, assessment programs, district programs, and instructional practices are aligned.
21. Oversees the collection of student-based data and timely reporting in state and federal cycles.
22. Coordinates the district's compliance with state and federal improvement mandates.
23. Coordinates the accreditation process.
24. Oversees and monitors program compliance audits.

SUPERVISORY RESPONSIBILITIES

Building Administrators, Director of Special Services, Alternative Education Administrative Assistant, Instructional Services Office Personnel, ESL (ELL) Personnel, Gifted Program Personnel, PAT Personnel, GED/OPTIONS Personnel, and PACE Personnel.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Specialists' Degree; Doctorate preferred.
2. Appropriate Missouri Administrative Certification.
3. Minimum of five years of classroom teaching.
4. Experience in curriculum planning, implementation, evaluation, and successful supervisory experience.
5. Three years experience in public and educational administration.
6. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
7. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.

3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent.
3. Ability to analyze, interpret, and communicate statistical data derived from qualitative and/or quantitative research.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Must have strong communication, computer and interpersonal skills.
3. Establishes and maintains effective working relationships; demonstrates a consistent commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to apply knowledge of current research and theory in specific field.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

_____	_____	_____	_____
Employee's Signature	Date	Supervisor's Signature	Date