



*Preparing Students to Be Successful for Life*

Assignment	Assistant Superintendent of Instruction	Terms	261 Days
Department	Instruction	Hours	NA
Group	Administrative	FLSA Status	Exempt
Reports To	Superintendent	License	Yes

**Position Objective:** To provide leadership to plan, organize, direct, and supervise the personnel, financial, and material resources of the district concerned with instruction, and to provide a comprehensive instructional program for all students of the district.

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#### **Required Qualifications, Knowledge, Skills and Abilities:**

1. Must hold a professional educator license endorsed in general administration
2. Must have a keen understanding of K-8 curriculum research and trends
3. Must have a minimum of three years administrative experience
4. Must have the ability to travel to/from various locations in the district as needed
5. Endorsement in EL strongly preferred

#### **Primary Duties:**

1. Direct and support the improvement and implementation of district curriculum through a process of ongoing evaluation and revision that is consistent with district mission, vision, and strategic plan
2. Support schools and principals with data analysis, instructional practice, and the execution of district and school goals
3. Ensure that district learning outcomes and targets in subject areas are aligned to standards, inform the assessment system, and that the resulting assessment data is used for instructional decision making at the school and district level
4. Models the district's core beliefs as represented by the District's Strategic Plan.
5. Supports continuous quality improvement through proven leadership, teaching, collaboration, problem solving, and decision-making skills.
6. Coordinates implementation of strategic plan at the district and building level.
7. Is responsible for developing, coordinating, implementing, monitoring, reviewing, and updating the district's instructional program.
8. Keeps abreast of the latest developments in education and works collaboratively with staff in development of research-based models/programs, which will improve student learning.
9. Is responsible for alignment of the district's learning targets to state standards, and assures implementation of learner outcomes throughout all content areas.
10. Collaborates with the other departments in the development and coordination of professional development opportunities.
11. Is responsible for the selection, training, supervision, and evaluation of all members of the Department of Instruction.
12. Articulates with other educational agencies that have a direct or indirect influence on the district and assists in development of grants in support of instructional programs.
13. Articulates instructional programs between and amongst the elementary and junior high schools

14. Recommends to the Superintendent changes in instructional policies, practices, and/or procedures that are research based and results driven.
15. Coordinates the establishment of objectives and content for all subjects and determines activities for their accomplishment.
16. Prepares budget and recommendations to the Board of Education for achieving instructional objectives of the district.
17. Recommends to the Superintendent instructional materials, personnel, budget, and programs to be used as part of the district's instructional program.
18. This list of essential job functions is not exhaustive and may be supplemented as necessary by the Superintendent.

**Important Responsibilities:**

1. Clearly articulate the mission and vision of the district to all members of the school community
2. Maintain positive, cooperative, and mutually supportive relationships with staff and community members

**Core Competencies:**

1. Highly ethical and able to maintain confidentiality
2. Demonstrates professional conduct at all times
3. Committed to continuous improvement and data based decision-making
4. Displays quality work through accuracy and attention to detail
5. Effective written, verbal, and technology based communication skills
6. Works effectively and productively as a member of a team
7. Exhibits a service orientation
8. Demonstrates technology skills as required by job responsibilities
9. Excellent attendance and punctuality

**Physical Activity Requirements:**

1. Routine physical activity associated with normal school environment
2. While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
3. The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
4. Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing the computer, extensive reading.