

**POSITION TITLE: Assistant Superintendent of Curriculum, Instruction and Assessment**

Department: Curriculum, Instruction and Assessment

Reports To: Superintendent

**SUMMARY:** Develop, oversee and manage day-to-day operations of educational programs and services for the District. Plans, develops and implements functions related to curriculum, instruction and staff development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Provide leadership with constituent districts and other customers to establish a vision for regional instructional and instructional technology programs and services.
- Insure the effective coordination and facilitation of a variety of regional advisory groups and committees who give leadership and support to prioritized department initiatives.
- Provide leadership enabling effective regional instruction services through cooperation and collaboration of other ISD departments, and other local and regional institutions/agencies.
- Insure that the fiscal practices and procedures of the department are consistent, and in accordance with district guidelines, Board policies, State and Federal law.
- Assist with the development of the department's current and long-range budgets.
- Provide leadership in planning and conducting curriculum studies including special programs for new courses, funding, staffing requirements, and curriculum impact.
- Oversee the development and implementation of instructional programs.
- Oversee professional development activities for the District.
- Manage instructional departments including Gifted and Talented, Instructional videos, K-12 and Elementary program initiatives with local districts.
- Coordinate and monitor the district school improvement process.
- Develop/Monitor Department of Instruction budgets including grant budgets.
- Apply for applicable grants.
- Adhere to Board Policies.

**SUPERVISORY RESPONSIBILITIES:**

Supervise employees in the Department of Instruction. Is responsible for the overall direction, coordination, and evaluation of the Department of Instruction.

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommendations for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**DRUG FREE WORKPLACE REQUIREMENT:**

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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.*

**EDUCATION and/or EXPERIENCE:** Master in Arts plus 5 years classroom experience and previous administrative experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Approval for Central Office Administrative Certification and a valid teaching certificate.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the school and business communities. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and board of education.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Must possess extensive knowledge in learning theory, instructional practices, organizational change and researched based approaches to instructional improvement. Must possess working knowledge of the evolving field of technology and its uses for instructional practices and management, including distance and virtual learning. Must demonstrate knowledge in writing and receiving grants at the state and federal levels. Must be familiar with current and emerging issues impacting ISDs and local districts related to instruction and related technological areas. Must demonstrate success in developing, coordinating and implementing a variety of instructional plans and projects. Must possess excellent human relation skills, excellent oral and written communication skills and be able to work effectively with a variety of publics. Must successfully develop and manage a multi-project budget. Must have strong technology skills, i.e. skilled at using PC format computer, lap top, and other educational technology and software. Ability to use e-mail and familiar with Internet Access. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*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 frequently required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close and

distance vision. Frequent driving is required while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

*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.*

The noise level in the work environment is usually very quiet.