

MANAGEMENT JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR INSTRUCTION

JOB SUMMARY:

To serve as the Chief curriculum officer of the district and to work cooperatively with other staff toward achievement of district policies and goals.

DIRECTLY RESPONSIBLE TO:

- Superintendent of schools.

IMMEDIATE SUBORDINATES:

- Director of Special Education and Pupil Personnel Services; coordinators of curriculum, special projects, research and evaluation, and media services; and other staff as assigned.

ASSIGNED RESPONSIBILITIES:

- Provides leadership for and coordinates the instructional program for the district
- Supervises the operation and evaluation of all special education and pupil personnel services through the Director of Special Education and Pupil Personnel Services.
- Coordinates the development and dissemination of the annual Course of Study for Board of Education adoption.
- Coordinates the development of curriculum materials and the criteria for selection of textbooks.
- Recommends and coordinates instructional programs related to district integration effort.
- Coordinates evaluation of the educational program.
- Coordinates Mentor Teacher Program.
- Supervises the media services program.
- Supervises the operation of all special projects.
- Evaluates all immediate subordinates.
- Identifies and plans for programs of professional growth for all staff other than administration.
- Serves as a member of the Superintendent's Cabinet, the chief purpose of which is to maintain top-level communications on all matters related to the successful operation of the school program.
- Liaison with local colleges and universities regarding placement of student teachers.
- Represents the district on various regional, state and national committees, councils and commissions concerned with curriculum development and research.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Applicable credentials: Elementary, General, Standard or Ryan Act Administration.

Training and experience: A doctorate (Ed.D. or Ph.D.) in an appropriate field is highly desirable. Credential requirement to be supplemented by progressively responsible teaching experience at the elementary level.

Board Approved: 12/26/85