

## Sullivan School District Position Description

<b>Position Title:</b>	<b>Assistant Superintendent of Curriculum, Instruction, and Assessment</b>	
<b>Department:</b>	<b>Central Office</b>	
<b>Status:</b>	<b>Certified</b>	
<b>FLSA:</b>	<b>Exempt</b>	
<b>Terms of Employment:</b>	<b>12 months according to Board Policy</b>	
<b>Reports To:</b>	<b>Superintendent</b>	
<b>Prepared By:</b>	<b>Superintendent of Schools</b>	<b>Date: 10/26/22</b>
<b>Approved By:</b>	<b>Board of Education</b>	<b>Date: 11/28/22</b>

**SUMMARY:** Supervise the development and implementation of the district's instructional program PK-12. This is to include curriculum development and assessment program.

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

#### **Federal Programs**

- Serve as Federal Programs Director and oversee Title I.a, II, IV.a, V.b, homeless and non-public.

#### **Curriculum and Instruction**

- Works with the superintendent, Board, administrators, faculty, and community members, as appropriate, in developing the instructional program's philosophy, goals, and policies.
- Provide leadership in planning and conducting curriculum studies, including special programs for new courses, funding, staffing requirements, and curriculum impact.
- Provide leadership in selecting textbooks and providing guidance concerning resources and other instructional material usage.
- 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 throughout the District.
- Coordinate and evaluate the curricula and instructional programs and make appropriate recommendations.
- Keeps informed of developments in curriculum and demonstrates leadership by implementing appropriate instructional materials, strategies, and programs for the District.
- Work with administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
- Assist the superintendent in preparing the budget for curriculum and instructional program areas.
- Assist the superintendent in developing district policies and regulations for the smooth implementation of the instructional program.
- Demonstrates leadership in preparing applications for and utilizing various grants that will enrich the curriculum and instruction within the District.
- Ensures that the Board of Education approves all District curricula in accordance with state regulations and District needs.
- Oversees the Instructional Leadership Team
- Oversee MOCAP
- Oversee Summer School Program
- Oversee Parents as Teachers
- Provides leadership in the articulation and/or coordination of Gifted, Librarians, ESL, Behavior, and Counselors

#### **Assessment**

- Serves as District Test Coordinator

- Direct principals and teacher committees in coordination continuity and articulation of the assessment programs throughout the district.
- Assist superintendent in preparation of the budget for assessment
- Participate in the work of state and national evaluation and assessment associations pertinent to curriculum, instruction, assessment, and technology.

#### **Professional Development**

- Serve as Professional Development Administrative Liaison.
- Formulate, implement and participate in professional development activities for teachers which address curriculum and instructional needs.
- Organize, plan, and implement staff development programs such as workshops and study groups that address curriculum, instruction, assessment, or technology needs.
- Maintain a resource bank and establish contacts for training resources.
- Coordinate programs with participants such as teachers, consultants, and principals.
- Analyze data to determine staff development needs.
- Coordinate mentoring programs for teachers.

#### **Human Resources**

- Assist in evaluating Building Principals as it relates to curriculum, instruction, and assessment.
- Work collaboratively with the Assistant Superintendent of Student Services on the management of recruitment and selection of teaching staff, administrators, office, and maintenance employees, maintaining open relationships with schools and institutions that provide applicants.
- Develop and implement a screening and selection process for all certified employees
- Work with principals and central office administrators to project staffing needs and develop staffing plans.
- Collaborate with the superintendent and principals in renewal, non-renewal, and tenure decisions
- Support the Assistant Superintendent of Support Services to direct and monitor employee performance appraisals and ensure principals and supervisors have proper training

#### **Other**

- Attend board meetings regularly and make presentations to the Board of Education
- Oversees Student Records, Core Data, ePeGS, and MOSIS submissions
- Oversees Teacher of the Year and Outstanding Staff Member program

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises the curriculum, instruction, and assessment programs and is responsible for the overall direction, coordination, and evaluation of these units.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees
- Planning, assigning, and directing work
- Appraising performance
- Addressing complaints and resolving problems

*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 essential functions.*

#### **EDUCATION AND/OR EXPERIENCE:**

- Specialist degree in Educational Administration.
- Minimum of 2 years of previous administrative and/or supervisory experience

- Considerable knowledge of school administration, school law, finance, procurement, curriculum, instruction, long-range planning, and related educational techniques.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Certification for Central Office Administration through the Missouri Department of Elementary and Secondary Education (DESE).

#### **COMMUNICATION SKILLS:**

- Ability to effectively present information and respond to questions from administrators, staff, and the general public.

#### **MATHEMATICAL SKILLS:**

- Ability to understand related financial concepts such as compound interest, time value of money, tax rates, and discounts.

#### **REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **TECHNOLOGY:**

- Competent with computer skills, including web browsing, email, word processing, Google platform, and the student information system.
- Must have the ability to learn and utilize new software programs as systems are upgraded.
- Utilize smart boards, projectors, copy machines, faxes, and other technology provided by the district.

#### **OTHER SKILLS AND ABILITIES:**

- Be an independent, self-motivated worker and multi-task daily.
- Have strong communication, interpersonal, and organizational skills.
- Ability to work closely and establish and maintain effective relationships with students, peers, parents, and the community.
- Ability to safeguard confidential information.
- Ability to apply knowledge of current research and theory in the field of education.
- Ability to perform all duties in full compliance with all district requirements and Board 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 regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

*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 this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings moderate. The employee continuously is interacting with the public and staff.

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