

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Assistant Superintendent for Curriculum Instruction & Assessment  
**Location:** Superintendent's Office  
**Job Group:** Administrator  
**Reports To:** Superintendent

**Summary:** Provides collaborative leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and assessment within the district. Plans, develops, and implements functions related to curriculum, instruction, assessment and staff development.

**Essential Duties and Responsibilities:**

1. Ensures that the highest quality proficiency-based and standards-based curriculum, instruction, and assessment programs are provided throughout the district:
  - a. Remains current on trends, developments, and research in the areas of curriculum, instruction, and assessment.
  - b. Assists in the interpretation of the curriculum and its philosophy to the board, the administration, the staff, and the general public.
  - c. Provides collaborative leadership to administrators and educators in planning and developing curriculum projects and studies, e.g., special programs, new courses, funding, staffing requirements, curriculum impact, etc.
  - d. Provides leadership in instructional material selection.
  - e. Collaborates with administrators and educators in the development and implementation of instructional programs.
  - f. Monitors the effectiveness and quality of K12 instructional programs with administrators, content area specialists, instructional coaches, and others throughout the district.
  - g. Serves as a liaison with educational leaders at the state, regional, and national levels in the areas of curriculum, instruction, and assessment.
  - h. Serves as an educational resource for the Maple Run Unified School District.
  - i. Serves as the liaison between central office administrators and individual school improvement and leadership teams.
  - j. Provides collaborative site-based support to the schools.
  - k. Provides collaborative support in the area of technology integration.
  - l. Serves as the coordinator of the English Learner (EL) program.
  - m. Serves as the liaison between the district and the Agency of Education relative to homeschooled students.
  - n. Applies for and manages various grants (e.g., Title I, Title II, Title III, Title IV, BEST, Act 230, etc.).
  - o. Reports to the Superintendent on matters relating to the quality of instruction and programming.

2. Manages student performance data, including local and standardized test scores and other requirements imposed by federal and state legislation.
  - a. Provides comprehensible statistical analysis to stakeholders including administrators, educators, board members, parents, students, and the public.
  - b. Collaborates with school-based data teams to drive their work forward.
3. Oversees staff development activities for the district. Ensures that the program addresses curriculum needs:
  - a. Develops, implements, and annually reviews the district's staff development program.
  - b. Leads courses and workshops.
4. Facilitates the district's Curriculum, Instruction, and Assessment team to collaborate on short- and long-range projects for the district.
  - a. Creates and maintains a curriculum, instruction, and assessment strategic plan.
  - b. Creates and maintains the district's common local assessment system.
5. Prepares and administers the curriculum and staff development budgets.
6. Coordinates the work of instructional coaches throughout the district.
7. Brings together professionals holding disparate views in a way that produces results in student achievement.
8. Serves as a member of the Student Support Team.
9. Conducts periodic needs assessments.
10. Attends all school board meetings.
11. Maintains confidentiality in accordance with the Federal Education Rights and Privacy Act (FERPA).
12. Recommend and implement changes in policy and procedure.
13. Assist in representing Central Office at district events such as curriculum nights, academic awards, concerts, honors programs and graduation.
14. Provides collaborative guidance and resources to school administrators to assist and maintain an effective educational environment.
15. Serve in the absence of the superintendent as the person responsible for administration of the school district.
16. Performs other duties as assigned by the Superintendent.

**Supervisory Responsibilities:** Supervises the work of coordinators and consultants in areas associated with curriculum, instruction, and assessment. Responsible for the work done by the administrative assistant and the English Learner (EL) teacher(s).

**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's degree with graduate administrative studies. Three (3) or more years' classroom experience and three (3) or more years' administrative/supervision of instruction and curriculum experience is required.

**Certificates, Licenses, Registrations:** A valid Vermont teaching license. Director of Curriculum and/or Superintendent endorsement/certification is required.

**Language Skills:** Reads, analyzes, and interprets common professional journals, grant requirements, and legal documents. Responds to common inquiries or complaints from coworkers, parents, regulatory agencies, and members of the greater school community. Writes in a professional style and format and to effectively present information to administrators, public groups, community and board members.

**Math Skills:** Works with basic and advanced mathematical concepts such as calculations, fractions, percentages, ratios, proportions, probability, and statistics, and applies these in practical situations.

**Reasoning Skills:** Defines problems, collects data, establishes facts, and draws valid conclusions. Interprets an extensive variety of instructions in written, mathematical, or diagram form and deals with abstract and concrete variables.

**Other Skills and Abilities:** Applies knowledge of current research and theory in education and instruction. Understands the total teaching process. Provides training using best practices in adult learning. Deep knowledge of proficiency-based and standards-based curriculum, instruction, and assessment. Successful experience in supervision and evaluation of instruction and curriculum. Establishes and maintains effective working relationships. Performs all duties in accordance with district procedures, board policies, and state mandates.

**Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the Supervisory Union 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, talk, and hear. The employee must use hands and fingers to write or type. Specific vision abilities required by this job include close vision and distance vision. Some driving to various locations is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. The position may require the employee to work irregular or extended hours, be directly responsible for the safety, well-being, or work output of other people, and to meet multiple demands from several people. Some travel is required. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are typical 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 moderate. The job may be performed in an office or classroom setting.

**Terms of Employment:** 12 Months

**Evaluation:** Annual performance review will be conducted by the Superintendent.

**Date:** February 19, 2021

*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 currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*