

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Assistant Superintendent
Department:	Assistant Superintendent for Teaching and Learning
Reports to:	Superintendent of Schools
Supervises:	Administrative Staff

Description of job:

Summary of Responsibilities:

Overall responsibility for the development, implementation, administration, and evaluation of the district-wide curriculum and instructional/assessment programs. Responsible for aligning curricula standards, instruction, assessments and district goals in order to result in high performance and growth for all students.

Essential Functions:

Aligns curriculum, instruction, and assessment in a cohesive system to ensure success for all students.

Establishes and administers a curriculum development cycle which includes the identification of standards at each grade level in each subject area as well as a scope and sequence for all curriculum areas, selection and adoption of curriculum materials and evaluation of results.

Develops and administers a district wide professional development program that supports all staff and includes the district professional development days. Serves as the Chair of the district Professional Development Committee.

Develops and monitors selected federal, state, and privately funded grants; supports faculty and staff in seeking grant funding for educational purposes.

Coordinates all Titles within the Consolidated Resource Plan as approved by the Rhode Island Department of Education including the planning of training activities, budget monitoring, and maintaining records regarding the purchase of materials and equipment.

Coordinates the district's Strategic Planning Process including the development and monitoring of each school's plan.

Serves as the district testing coordinator.

Oversees the evaluation process for all staff and, with the Superintendent, is responsible for the supervision and evaluation of building administrators.

Oversees the selection and supervision of teacher leaders, such as the curriculum coordinators and academic/technology coaches.

Serves as the Chair of the District Evaluation Committee and the Teacher-of-the-Year selection committee.

Serves as the team Chairperson for the hiring of district administrators.

Reviews and plans budgetary decisions to ensure alignment with the district's mission and goals.

Oversees the ESL program, student teaching, homeschooling, and staff mentoring programs.

Assists in developing school-based initiatives in enhancing positive school climate as it impacts on the school's teaching and learning environment.

Assists in developing initiatives related to the use of technology for school improvement.

Assists and mediates in resolution of school-based issues regarding teaching and learning.

Performs other duties as assigned by the Superintendent.

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Protective Personal Equipment: n/a					
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: own vehicle		Automatic: own vehicle	

Work Environment			
Floor Surface:	Tile or Carpet		
Inside:	100%	Outside:	
Lighting:	Incandescent or Fluorescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 20 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

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ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting				X	
Standing		X			
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal				X	
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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 required. Doctorate degree preferred with strong leadership background and a thorough knowledge in literacy, mathematics, and content area teaching as well as experience in planning, developing, and implementing collaborative professional development models. Understanding the alignment between assessment and student outcomes and administrative experience with strategic planning and fiscal management is necessary. Administrative experience in supervision and evaluation. Extensive knowledge of standards-based instruction, literacy and mathematics. Experience in planning and conducting professional development. Knowledge of positive school climate models.

License/Certificate/Certification:

Rhode Island Certification as a Superintendent or qualification to attain the required certification is required and/or an alternative combination of education and/or experience.

Technological and/or Technical Skills:

Skilled in using MS Office: Word, Excel, Power Point, and Google

Communication Skills:

Outstanding presentation, facilitation and interpersonal skills resulting in effective school-based collaborations. Strong organizational and writing skills.

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Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Demonstrable ability to effectively handle complex district wide issues utilizing a problem solving approach.
Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

Capable of working collegially with all levels of administration and staff.

Terms of Employment:

Per contract

Evaluation:

Yearly per GCB

Date: July 2016