Job Title:	Assistant Superintendent/Director of of Of Curriculum and Instruction	**Wage/Hour Status:**	Exempt
Reports To:	Superintendent	**Pay Grade:**	Administrator 7
Dept. /School: Administration Building		**Date Revised:**	12/12/18

Primary Purpose:

Direct, plan, evaluate and provide leadership for the overall instructional programs of the District. Provide leadership of campus operations related to instruction and accountability. Responsible for the effective and efficient operation of the Curriculum and Instruction Department. Coordinate the district's Federal/Special Programs, Technology Services, and Student Support Services.

Qualifications: Education/Certification:

Master's degree
Superintendent Certification preferred
Valid Texas Administrators Certificate

Special Knowledge/Skills:

Knowledge of curriculum and instruction at all levels
Knowledge of the certification requirements of personnel
Ability to formulate and manage a budget
Ability to lead staff development opportunities
Ability to plan effectively, organize, implement, and evaluate plans and programs
Ability to formulate ideas and communicate effectively
Strong oral and written communication, public relations, and interpersonal skills
Excellent skill in conflict resolution

Experience:

Three years' experience as a classroom teacher
Campus principal experience preferred
Three to five years' experience in instructional leadership roles

Major Responsibilities and Duties:

Instructional and Program Management:

1. Assist schools with the interpretation of the assessment and accountability results for the purpose of improved student performance.

2. Maintain test security and confidential integrity of state assessment instruments and provide campus and other staff members with training related to proper assessment procedures.

Instructional and Program Management:

3. Serve as a contributing member of the District's Leadership Team and collaborate with the other functional units.
4. Monitor school performance and assure effective and efficient operation of campuses while providing leadership, support, and technical assistance to district and campus staff relative to assessment, curriculum, instructional methodology, and the integration of technology.
5. Provide organizational leadership to ensure the coordinated planning and consistent implementation of the district's strategic plan, making certain that programs and supports are effective and focused on student learning and prioritized to meet individual campus needs.
6. Demonstrate and develop high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned department(s) and all campuses.
7. Establish an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum and a schedule for curriculum planning, implementation, and evaluation.
8. Establish procedures for the evaluation and selection of instructional resources, supplies, and equipment.
9. Provide the supervision of the standardized testing program and other assessment activities to evaluate student progress and program effectiveness;
10. Provide the supervision of the reporting of student performance, including, but not limited to: progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public.
11. Provide leadership in policy development related to curriculum, instruction, and campus operations.
12. Provide effective communication with the Board of Trustees through the Superintendent's direction.
13. Participate in professional associations.

Personnel Management:

14. Ensure the development and implementation of a professional development plan to provide appropriate orientation, preservice training, in-service training, and other professional growth opportunities for staff.
15. Foster a work environment and culture that is student-focused and results-oriented and place a priority on improving student and staff learning.
16. Assist in the development of appraisal procedures for teachers, administrators, paraprofessionals, and other staff members.
17. Consider administrative staff needs; assist in screening and selecting personnel for various instructional leadership positions.

Consultation:

18. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs. Provide for consistency with departments with other federal sources (SPED, CTE, and BE/ESL).
19. Maintain dialogue with administrators from other school districts to share ideas and information.

Grant Preparation:

20. Prioritize tasks and meet all deadlines for preparation and submission of grant applications and grant-related reports.

Technical Support:

21. Assist staff in maintaining data and writing periodic reports to comply with grant requirements.

Administration and Fiscal Management:

22. Develop and monitor the annual budget for the Curriculum and Instruction Department..

School/Community Relations:

23. Meet and work with community groups on instructional and curriculum matters.
24. Represent the school district at community meetings and functions as appropriate

Policy, Reports, and Law:

25. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.
26. Assist with monitoring grant-funded programs and their expenditures to ensure compliance with regulations and guidelines.
27. Facilitate intervention meetings and corrective actions as required by the State Performance Based Monitoring System (PBMAS) and data validation reviews. Serve as District Coordinator of School Improvement (DCSI).

Supervisory Responsibilities:

28. Supervise and evaluate personnel in the instructional department.
29. Other duties as assigned.

Working Conditions:

Mental Demands:

Ability to communicate articulately (written and verbal), respond to emergency situations, conduct research and obtain accurate information, make decisions quickly, and maintain composure when dealing with stressful situations.

Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent district-wide and statewide travel. Extended work hours during evening or on weekends. Prolonged use of computer. Frequent work interuptions.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.