

Asst. Superintendent Curriculum and Instruction

Job Title: Assistant Superintendent, Curriculum and Instruction
Department: Administration
Reports to: Superintendent
Classification: Exempt

Summary

The Assistant Superintendent for Curriculum and Instruction is responsible for the development and implementation of all components of the district's instructional program

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

The individual who holds this position must:

Research available instructional programs and materials

Make recommendations to the Board regarding the purchase or use of instructional programs and materials

Develop and monitor implementation of the district's assessment plan

Supervise implementation of all special instructional programs except special education including programs for homeless children, gifted students, English language learners, migrant children and the Title I/Title II program

Human Resources: Coordinate and be responsible for hiring/firing/disciplining of classified and certified staff

Work with Staff and Insurance Companies for Insurance coverages:

Health/Voluntary/Property/Casualty/Workman Comp./Unemployment

Oversees and reviews Core Data, MSIP, and Highly Qualified Employees

District Collective Bargaining Lead Representative

Oversees the District Wellness Program

Work with the PDC to implement the district's professional development plan

Coordinate MSIP reviews

Supervisory Duties

The assistant superintendent for curriculum and instruction supervises the director of curriculum, the coordinator for ELL and migrant programs, the coordinator of the homeless program, the coordinator of the gifted program, the A+ coordinator, Title directors and grant administrators.

Qualifications

Education

Specialist degree or higher in instruction, curriculum, or educational administration

Certificates, Licenses, Registrations

Valid Missouri superintendent certificate

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Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports, Board policy, governmental guidance and regulation and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

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 essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.