



JOB DESCRIPTION HEARD COUN¹TY SCHOOLS: **Assistant Superintendent PK-12 Teaching and Learning**

REPORTS TO: Associate Superintendent

JOB OBJECTIVES:

1. Assists the Superintendent with the duties of the Superintendency.
2. Attends local, district, state and national meetings in order to stay abreast of educational improvements, innovations, and developments.
3. Devises and implements ways to improve building level leader effectiveness in regards to improving instruction.
4. Devises and implements ways to improve the implementation of the Heard County Instructional Process.
5. Monitors the implementation of benchmarks and formative assessments (assessment for learning) and follow-up data meeting.
6. Participates in state curriculum updates and shares information with school leadership and the Board of Education. * System Curriculum Director
7. Secures and distributes instructional resources and coordinates the selection of resources with attention to alignment with standards and fidelity of implementation.
8. Assists the professional learning coordinator by identifying professional learning needs using trends in student achievement data.
9. Assists in development of the sections of the budget that pertain to curriculum and instruction.
10. Coordinates the county-wide media program. *Media Coordinator
11. Attends local Board of Education meetings to communicate with the Board about issues pertaining to curriculum and instruction.
12. Oversees the Prekindergarten program with attention to grant requirements and student growth. * PreK Project Director
13. Oversees state-mandated testing program and supports school testing coordinators with implementation. * System Test Coordinator
14. Serves as the system liaison for teacher/leader evaluation platform with attention to program requirements. * System TLE Contact
15. Oversees the implementation of the Early Intervention Program, Remedial Program and Gifted Program with attention to program requirements, student achievement and maximizing funding. * EIP Coordinator, REP Coordinator, Gifted Coordinator
16. Coordinates system attendance protocol committee and works with schools to monitor and improve student attendance. Works with local law enforcement and court officials to implement consequences for students and parents. *System Attendance Officer.
17. Facilitates development and monitoring of the system budget.
18. Support school counselors with attention to student needs, school needs and state requirements.
19. Performs all other duties as assigned by the Superintendent.
20. Comply with the Georgia Code of Ethics for Educators.

¹Approved 7/26/16

