

Assistant Superintendent for Curriculum and Instruction – Job Description

Reports To: Superintendent

Qualifications:

Minimum of Masters Degree in Education Leadership (L6 Preferred)
Successful Experience as a Classroom Teacher and School Level
Administrator

Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Participates in professional organizations, workshops and professional learning activities and applies what is learned to the job; accepts new challenges in a professional manner.
5. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
6. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
7. Supervises and evaluates all assigned personnel.
8. Keeps abreast of and informs the superintendent of changes in rules and regulations of the Georgia Board of Education and state and federal laws concerning area of responsibility.
9. Keeps abreast of and informs the superintendent of current trends and developments concerning area of responsibility.
10. Makes budget recommendations concerning area of responsibility to the superintendent.
11. Monitors compliance with policies and laws concerning area of responsibility.
12. Ensures department expenditures are within limits approved by the school board.
13. Attends Board meetings and prepares such reports for the Board as needed.
14. Oversees the development and implementation of long and short range goals for the system for curriculum and instructional programs, student achievement, etc.
15. Establishes a program for the ongoing improvement, supervision and evaluation of curriculum and instruction.
16. Directs and coordinates the functions of Principals, Assistant Principals, and other instructional specialists in setting and implementing long and short range goals for curriculum and instruction.
17. Involves the community in planning and problem solving for the schools. Confers with parents, administrators and other educational personnel on matters of concern relating to curriculum and instruction.

18. Communicates vision/mission to school personnel and interprets the philosophy, programs and instructional policies of the school system and recommends changes as needed.
19. Supervises the selection of textbooks, library books and periodicals, other instructional materials and equipment.
20. Supervises and directs special services such as federal programs, system-wide instructional programs, evaluation, state and regional accreditation.
21. Relates system goals to professional learning activities.
22. Develops an annual professional learning plan for submission.
23. Works to achieve a cooperative coordinated team approach through the involvement of all concerned in the maintenance and improvement of curriculum and instruction.
24. Acts as advisor to the superintendent and reports on the status of programs and services to the superintendent including staffing needs.
25. Directs the development of system and school improvement plans, funding applications, etc. and submits appropriate applications to the state in a timely manner.
26. Demonstrates loyalty to the school system and administration.
27. Performs other duties as assigned by the superintendent.