

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful experience in education to include teaching and two (2) years in administration or supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge and practice of Total Quality Management and its significance for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and implementation of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to plan and present information to the public and facilitate various size groups using facilitative leadership skills. Extensive understanding of the Pupil Progression Plan and ability to interpret it to others. Ability to work cooperatively with school personnel, community and other departments and agencies. Advanced interpersonal and communication skills.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in developing, implementing, and maintaining optimal education programs and services.

SUPERVISES:

Instructional Services Division Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Serve as a staff officer to the Superintendent and serve on the Superintendent's Leadership Team.
- *(2) Facilitate the overall activities of planning, developing, coordinating, implementing, and evaluating all District curriculum and instruction and instructional support programs.
- *(3) Facilitate all activities related to the District's instructional delivery system and program management cycle.
- *(4) Initiate the development of programmatic goals and instructional objectives on a District-wide basis within the scope of School Board policy, administrative direction, assessed student needs and operational constraints.
- *(5) Provide overall leadership and appropriate resources for ongoing District-wide curriculum development and review to ensure articulation of objectives and skills continuum Pre-K through Grade 12 by subject area.
- *(6) Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
- *(7) Provide technical assistance to school principals and Area Director of Instruction for the school improvement process.
- *(8) Supervise the ESOL program and provide technical assistance to schools regarding ESOL mandated training requirements.
- (9) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- *(10) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- (11) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- *(12) Serve as the liaison between the State Department of Education and the instructional staff of the District in communicating and planning program requirements of the State statutes, State Board of Education rules and regulations and mandated federal programs.

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- * (13) Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the District mission and beliefs, and school goals and improvement plans.
- * (14) Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process.
- * (15) Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.
- (16) Establish necessary procedures for referral and cooperative planning with other agencies.
- * (17) Coordinate all instructional services reporting requirements.
- (18) Assist in the development and implementation of in-service education.
- (19) Assist in the development of educational specifications for new facilities and equipment.
- * (20) Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.
- * (21) Provide leadership for Southern Association of Colleges and Schools accreditation process.
- * (22) Direct and supervise the implementation of the District's Pupil Progression Plan.
- (23) Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
- * (24) Establish a systemic approach to curriculum and instructional planning, development, implementation and evaluation.
- * (25) Provide leadership for emerging, innovative and special programs.
- * (26) Report on the status of curriculum and instructional programs and services at the request of the Superintendent.
- * (27) Oversee the planning, implementation and evaluation of the District's Professional Orientation Program (P.O.P).
- * (28) Coordinate the planning, implementation and evaluation of the District's staff development program.
- * (29) Plan and coordinate project activities available through Title II entitlement funding.
- * (30) Coordinate in-service institutes.
- * (31) Assist District staff, principals, and teachers in planning Professional Development Day activities.
- * (32) Assist in making arrangements for any additional professional and technical assistance needed to facilitate implementation, supervision and evaluation of program activities..
- * (33) Maintain appropriate records for endorsement programs: ESOL, Middle Grades, ESE and Athletic.
- * (34) Direct and oversee periodic assessments of training needs for administrative, instructional and support personnel throughout the District.
- * (35) Serve as the District's management training contact to include FPMS certification.
- * (36) Provide assistance, resources and training to school Advisory Councils pursuing School Improvement Activities.
- * (37) Oversee math and science textbook adoptions.
- * (38) Oversee Pupil Progression Plan updates.
- * (39) Coordinate and oversee the District's involvement in teacher education activities.
- * (40) Coordinate and oversee the District's involvement in the Drug Free Schools Grant.
- * (41) Serve as the district contact for special projects provided through contracted services and/or grants with the Consortium.
- * (41) Serve as Coordinator of the Curriculum Council.
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 4

SALARY LOCATOR: Support Personnel Salary Schedule 5