FORT SAM HOUSTON INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Assistant Superintendent of Teaching and Learning
Exemption Status/Test: Exempt/Executive*
Reports to: Superintendent
Date Revised: February 6, 2020
Dept./School: Central Administrative Office

Primary Purpose:

Responsible for the overall management of the district’s curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement. Serve as principal assistant to the Superintendent in incorporating district goals and supporting student achievement.

Qualifications:

Education/Certification:

Master’s degree in educational administration, Doctoral degree preferred
Texas Principal, Mid-Management, or Superintendent Certification

Special Knowledge/Skills:

Knowledge of curriculum and instruction
Ability to interpret data and evaluate instructional programs and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills

Experience

Three (3) years secondary level experience
Three (3) years administrative experience

Major Responsibilities and Duties:

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.

2. Lead the district-level decision-making process to establish and review
the district’s goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.

3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.

4. Coordinate and prepare various Texas Education Agency reports, required plans, and accreditation documentation.

5. Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.


7. Represent Superintendent and school district as needed at city, county, and state meetings.

8. Direct and manage the district’s public information activities and serves as the Public Information Officer.

9. Prepare press releases and publish articles and photos in local media and other publications in coordination with other district staff.

10. Develop and coordinate a continuing evaluation of programs (at-risk/compensatory education, gifted and talented, English as a Second Language, Homeless, 504/Dyslexia, Response to Intervention, and Career and Technical Education) and implement changes based on the findings.

11. Manage and evaluate federal and grant programs to meet the needs of the district.

12. Oversee the Non-Resident Transfer program.

13. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.

14. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.

15. Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and
principals, and are consistent with the district’s mission are provided.

16. Participate in the implementation of the designated teacher appraisal system.

17. Perform other duties as assigned by Superintendent.

**Policy, Reports, and Law**

18. Ensure compliance with policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.

19. Compile, maintain, and file all reports, records, and other documents as required.

20. Coordinate the distribution and communication of policy updates. Assist in the formulation and execution of policies and regulations.


**Budget**

22. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

**Personnel Management**

23. Review and revise job descriptions in curriculum and instruction department as needed.

24. Evaluate job performance of employees to ensure effectiveness.

25. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

**Communication**

26. Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.

27. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.
Community Relations

28. Articulate the district’s mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district’s mission.

29. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

30. Use appropriate and effective techniques to encourage community and parent involvement.

Other

31. Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.

Supervisory Responsibilities:
Supervise, evaluate, and recommend the hiring and firing of support staff in the curriculum department.*

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.
- Follow established safety procedures and techniques to perform job duties, including lifting (less than 15 pounds), climbing, etc.
- Promote teamwork and interaction with fellow staff members.
- Maintain confidentiality of information.
- Frequent districtwide travel; occasional statewide and national travel
- Perform other duties as assigned.

**********

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

*To meet the executive exemption test, the primary duty must be management and the employee must supervise at least two full-time employees.*