



**Position Title:** Assistant Superintendent of Curriculum & Instruction  
**Reports To:** Superintendent  
**Status:** Full-Time, Exempt  
**Calendar:** 12 Months (25 vacation days, 15 leave, & 12 holidays)  
**Date of Posting:** May 19, 2026  
**Salary:** \$159,869 (+5.8% merit stipends and 5% TSA)

### **POSITION DESCRIPTION**

The Brighton Area Schools is seeking a positive, collaborative and passionate instructional leader to join our award-winning school district. This individual will be responsible for leading our district's forward movement in the area of teaching and learning. This individual will lead a department that includes a director of curriculum and grants, a team of instructional coaches, an MTSS coordinator, as well as clerical support staff. General areas of responsibility include professional learning, curriculum review and revision, program development, Student and Federal grant planning and oversight, instructional technology, assessment, and departmental leadership.

### **MINIMUM QUALIFICATIONS**

- Master's degree in Educational Administration or Curriculum is the minimum standard, but advanced degrees (Ph.D., Ed.D. or Ed.S.) are preferred.
- A minimum of five (5) years as a successful district and/or building level leader with the following experience being specifically sought:
  - District assistant superintendent or executive director in the area of teaching and learning, or
  - District director, supervisor, or other administrative level position within a district's curriculum and instruction department, or
  - Building-level lead principal with significant teaching and learning experience, and a pattern of high performance as evidenced by student achievement scores.
- A minimum of five (5) years as a JK-12 classroom teacher.
- Michigan School Administrator Certification (Central Office endorsement preferred).

### **RESPONSIBILITIES**

- Develops, implements, and monitors the district's curriculum review cycle aligned to adopted standards. Additionally, works closely with staff to expand course offerings in need and opportunity areas for students. Also, oversees the management of the district's curriculum warehouse, Atlas.



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- Prioritizes and secures instructional resources aligned to the curriculum review cycle.
- Develops and monitors a long-term professional learning plan that supports the district's strategic plan.
- In partnership with district and building instructional leaders, and our team of instructional coaches, works to maximize teacher training and effectiveness.
- Develops and monitors a district-wide balanced assessment system including federal, state, and local assessments.
- Leads management, training, and implementation of the district's data system.
- Leads, develops, and implements district school improvement efforts and annual reports.
- Oversees the district's grant process including securing grants, planning for optimal use, and ensuring compliance with relevant rules and guidelines.
- Serves as a member of the superintendent's cabinet.
- Attends board meetings and prepares reports to the Board as requested by the superintendent.
- Other duties as assigned by the superintendent.

### **EVALUATION**

Performance will be evaluated by the Superintendent in accordance with MCL 380.1249b.

### **HOW TO APPLY**

Interested candidates must complete and submit the Michigan Leadership Institute online application found at [www.mileader.com](http://www.mileader.com) or <http://applitrack.com/mileader/onlineapp>. A cover letter, resume and transcripts must be submitted along with the application. No "hard copy," faxed or emailed copies will be accepted.

All questions regarding the search process should be directed to MLI Regional President John Silveri at (248) 420-9354 or [jsilverimli@gmail.com](mailto:jsilverimli@gmail.com)

Brighton Area Schools may make exceptions to this posting, process and/or timeline to ensure selection of the best possible candidates as determined solely by the District. The services of Michigan Leadership Institute have been secured to assist the District in the search process and screening of candidates. However, the District will make all decisions with respect to process, evaluation of candidates, selection of candidates to be interviewed and appointment of the successful candidate.

Review of applications will begin immediately and the position will remain open until a successful candidate is hired.

Brighton Area Schools is an Equal Opportunity Employer and does not discriminate in its educational policies or practices on the basis of religion, race, color, sex, national origin or handicap of any individual. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. For more information on this posting or employment opportunities with Brighton Area Schools, call (810) 299-4090 or visit [www.Brightonk12.com](http://www.Brightonk12.com).