Job Title: Assistant Superintendent of Curriculum and Student Services

Exemption Status/Test: Exempt/Executive* or Administrator in an Educational Establishment

Reports to: Superintendent

Dept./School: Curriculum and Student Services

Primary Purpose:

Responsible for the overall management of the district’s curriculum and student services function. Lead the strategic planning and implementation of curriculum and student services. Ensure that the development and delivery of curriculum and student programs are effective and efficient, incorporate district goals, and support student achievement.

Qualifications:

**Education/Certification:**
Master’s degree
Principal, Administrator and Superintendent

**Special Knowledge/Skills:**
Knowledge of campus curriculum, instruction and student services
Ability to interpret data and evaluate student services and teaching effectiveness
Ability to manage budget and personnel
Ability to implement policy and procedures
Strong communication, public relations, and interpersonal skills
Knowledge of RTI, special education and counseling

**Experience:**
At least 3 years experience as a classroom teacher
Experience as a campus assistant principal and must have at least 3 years experience as a campus principal.
Multiple levels preferred.
Central office leadership experience preferred

Major Responsibilities and Duties:

**Instructional and Program Management**

1. Oversee the development and delivery of curriculum and student services 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, curriculum and student services. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.

3. Monitor and reevaluate the curriculum and student services 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. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.

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

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

7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).

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

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

Policy, Reports, and Law

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

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

12. Follow district safety protocols and emergency procedures.

Budget

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

Personnel Management

14. Prepare, review, and revise job descriptions in curriculum and student services as needed.

15. Evaluate job performance of employees to ensure effectiveness.

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

Communication

17. Ensure that established goals and expectations related to implementation of the curriculum and student services are communicated clearly, consistently, and in a timely manner.

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

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

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

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

Other

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

23. Stay abreast of current research and best practices in curriculum and student services and adjust plans, policies, and procedures accordingly.

24. Ensure compliance with local, state, and federal laws related to curriculum and student services. Stay abreast of state and federal public policy changes that could impact the district.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of student services supervisors and support staff in the curriculum department.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by __________________________ Date __________________________

Received by __________________________ Date __________________________