

POSTING DATE:
9/15/23 – 9/22/23
Or Until Filled

NOTICE OF VACANCY
TAYLOR SCHOOL DISTRICT
PERSONNEL MEMORANDUM

INTERNAL/EXTERNAL

POSITION: Assistant Superintendent of Secondary Curriculum and Operations
(12 Month Position)

REPORTS TO: Superintendent

MINIMUM QUALIFICATIONS:

- Master's Degree
- 5-7 years teaching experience in a secondary setting
- 3-4 years of administrative experience at the secondary level
- Experience in secondary curriculum development
- Ability to evaluate, design and implement the District's secondary curriculum effectively and assign and evaluate personnel accordingly
- Ability to multi-task and collaborate
- Computer proficient
- Such alternatives to the above qualifications as the Taylor School District may find appropriate and acceptable

PRIMARY FUNCTION:

Serve as Assistant Superintendent for Secondary Curriculum and Operations. Respond to items on behalf of the Superintendent in his/her absence. Address any items as directed by the Superintendent and may serve as Acting Superintendent in his/her absence.

DUTIES, RESPONSIBILITIES and EXPECTATIONS:

- Oversee and evaluate departments as assigned
- Guide 6-12 curriculum
- Order instructional materials for 6-12
- Oversee curricular pilot programs for 6-12
- Develop 6-12 curriculum budgets
- Supervise all secondary principals, associate principals and assistant secondary principals
- Evaluate all secondary principals
- Facilitate monthly secondary principal and district leadership meetings
- Oversee 6-12 principal and director budgets
- Approve 6-12 principal and director building stipends, requisitions and PO's
- Approve 6-12 field trip requests, departments' mileage reimbursements, and conference requests
- Approve community flyers
- Work with Human Resources and Labor Relations on 6-12 teachers
- Responsible for the oversight of and preparation of the independent contracts and part-time categorical request to hires
- Determine 6-12 staffing
- Oversee Secondary Curriculum Team (SCT) meetings
- Attend 6-12 Curriculum Sub-Team (SCT) meetings
- Work with 6-12 Coordinators and Principals on MDE related matters

- Work with 6-12 curriculum consultants
- Attend RESA Pre K-12 Curriculum meetings
- Oversee all State and Federal secondary standardized testing
- Oversee Summer School Secondary Programs
- Co-Chair District Instructional Curriculum Committee & District Site Steering Committee with Assistant Superintendent of Elementary Curriculum/Director of State and Federal Programs
- Co-Chair District School Improvement Meeting with Assistant Superintendent of Elementary Curriculum State and Federal Programs
- Attend Teacher Recruitment Fairs
- Oversee Growth and Development Programs
- Administrator Representative to Coordinate School Health Committee/Sex Education Curriculum/Wellness Policy
- Assist with all certified and non-certified contract negotiations as needed
- Work with Secondary schools with Cognia Accreditation
- Assist with District Policy revisions and distribution
- Attend 6-12 programs
- Other appropriate duties assigned by the Superintendent

Contract and Salary:

Per Individual Cabinet: \$125,000

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

All materials received relative to this posting become property of the Taylor School District.

DEADLINE FOR RECEIVING APPLICATIONS IS FRIDAY, SEPTEMBER 22, 2023 at 12:00 PM

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED

NOTICE OF NON-DISCRIMINATION

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.