

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT - CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

Master's Degree from an accredited educational institution.

Certification in Administration and Supervision or Educational Leadership.

Minimum of five (5) years successful administrative experience.

Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and district educational goals and standards. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise personnel. Ability to work cooperatively with school personnel, the community and other departments and agencies. Ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions. Possess modern technology skills. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership in developing, achieving and maintaining the best possible educational programs and the ongoing development and improvement of the curriculum as well as the technology and information systems for the District

SUPERVISES:

Director I - Elementary Education

Director I - Secondary Education

Director I - Special Education

Director I - Career, Adult, and Technical Education

Director I - Staff Development & Curriculum Training

Director II - Comprehensive Planning, School Improvement & Grants Management, Choice

Director II - Alternative Education, Charter Schools & Juvenile Justice

Director II - Title I and Related Activities

Director II - Evaluation & Media Services

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Project the instructional resource requirements of the District as it relates to school programs.
- * (2) Attend School Board meetings and prepare such reports for the Board as the Superintendent may direct.
- * (3) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups as needed.
- * (4) Assist the Superintendent in developing the administration and coordination of the District's educational programs.

- * (5) Supervise the work of program directors, principals, supervisors and coordinators as it relates to the curriculum.
- * (6) Interpret the present curriculum and proposed curriculum changes as required.
- * (7) Assume responsibility for the District's short- and long-range comprehensive planning.

Inter / Intra-Agency Communication and Delivery

- * (9) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- *(10) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(11) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- *(12) Respond to inquiries or concerns in a timely manner.
- *(13) Keep the Superintendent informed of potential problems or unusual events.
- *(14) Work closely with District and school staffs to support school improvement initiatives and processes.
- *(15) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- *(16) Keep well informed about current trends and best practices in areas of responsibility.
- *(17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(18) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- *(19) Promote and support professional growth for self and others.
- *(20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(21) Maintain a network of peer contacts through professional organizations.
- *(22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(23) Develop or assist in developing the department budget and monitor its implementation.

Systemic Functions

- *(24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(26) Serve on District, state or community councils or committees as assigned or appropriate.
- *(27) Represent, consistently, the District in a positive and professional manner.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(29) Provide leadership and direction for the assigned areas of responsibility.
- *(30) Provide leadership and guidance in the development of annual goals and objectives for assigned department and programs.
- *(31) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(32) Assist in implementing the District's goals and strategic commitments.
- *(33) Exercise proactive leadership in promoting the vision and mission of the District.
- *(34) Provide oversight and direction for cooperative planning with other agencies.
- *(35) Set high standards and expectations for self and others.
- *(36) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(37) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(38) Facilitate problem solving by individuals or groups.

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.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 2

Date of Board Approval: February 17, 2004