

Job Description

Title: Assistant Superintendent for Instruction and Curriculum

Reports To: Superintendent

Supervises: Assigned staff members

Evaluation: Superintendent

Job Summary:

To provide leadership in the development, implementation, and coordination of the district's K-12 curriculum.

Qualifications:

Masters degree with appropriate Kansas Administrative licensure.

Performance Responsibilities:

1. Guides development, implementation and evaluation of curriculum and instructional services.
2. Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the district educational program.
3. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
4. Assists in the screening, hiring, training, and assigning of instructional personnel.
5. Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.
6. Works with principals and teacher committees in organizational and coordinating grade level and departmental meetings, in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
7. Encourages the development, publication, and use of new instructional materials by the professional staff.
8. Maintains current information about graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.
9. Maintains a curriculum library for staff use.
10. Provides staff leadership to ensure understanding of and promotion of the educational objectives of the district.
11. Plans and administers programs of inservice educational activities for instructional personnel.
12. Facilitates the study and evaluation, and, as appropriate, recommends the adoption of new instructional materials, methods, and programs, and assists in the budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.

13. Oversees the Local Consolidation Plan and the School/District Improvement Efforts.
14. Oversees test Coordination for the District.
15. Assumes a leadership role in developing curriculum for any course newly mandated by the legislatures or the Board.
16. Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
17. Recommends the addition and deletion of courses, grade placement of courses, credit allowance for courses, and graduation requirements.
18. Interprets the curriculum and its philosophy to the Board, the administrators, the staff and the general public.
19. Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional and national levels.
20. Demonstrates effective human relations and communication skills.
21. Complies with all district rules, regulations and policies.
22. Other duties may be assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.