



ASSISTANT SUPERINTENDENT, CURRICULUM & INSTRUCTION

GENERAL RESPONSIBILITIES

Responsible for instructional services, technical and career education, programs for exceptional children, and gifted education and magnet schools.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and supervise curriculum design, instructional improvement and delivery, instructional programs, school monitoring and over-all instructional program assessment.
- Assist Superintendent of Schools in matters of instruction including long-range planning.
- Deal with parents, community groups, administrators and others on instructional program matters.
- Direct all planning for instructional programs; plan and oversee all instructional programs and staff development activities.
- Evaluate all instructional programs; observe and monitor programs and program staff.
- Serve on a variety of task forces; attend PTA, School Board, and City Council meetings.
- Assist with the development, preparation, and monitoring of instructional budgets; review and approve grant proposals.
- Gather data and prepare reports for the Superintendent and School Board as required.
- Attend numerous committee meetings in the development of instructional, curriculum and related policies, and procedures.
- Coordinate special projects on a continuing basis as assigned by the Superintendent of Schools.
- Attend zone, staff, School Board and related meetings.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communication skills; ability to work with and through School Board members, administrators, teachers and all support staff; ability to conceptualize, initiate, monitor, and evaluate new and/or current programs; ability to establish and maintain effective working relationships with school officials, school administrators, teachers, staff, and associates.

EDUCATION AND EXPERIENCE

Master's Degree in school administration and extensive experience in school administration. Additional studies beyond the master's degree in curriculum development and school administration is preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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