

## SCHOOL DISTRICT OF DIXIE COUNTY

### JOB DESCRIPTION

#### **ASSISTANT SUPERINTENDENT for INSTRUCTIONAL & PERSONNEL SERVICES**

##### **QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful experience in education to include teaching and two (2) years in administration or supervision.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of national, State, and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of Total Quality Management and its significance for continuous quality improvement in education. 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 people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to make decisions based on relevant information. Ability to understand the Course Code Directory and Florida statutes related to curriculum and instruction requirements. Extensive understanding of the Pupil Progression Plan and ability to interpret it to others. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with school personnel, community and other departments and agencies. Good interpersonal and communication skills. 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.

##### **REPORTS TO:**

Superintendent

##### **JOB GOAL**

To assist the Superintendent substantially and effectively by providing leadership in developing, implementing, and maintaining optimal education programs and services.

##### **SUPERVISES:**

Instructional Services Division Personnel

##### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) District curriculum and instruction and instructional support programs.
- \* (2) Direct and coordinate all activities related to the District's instructional delivery system and program management cycle.

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**ASSISTANT SUPERINTENDENT for INSTRUCTIONAL & PERSONAL SERVICES (Continued)**

- \* (3) Initiate the development of programmatic goals and instructional objectives on a District-wide basis within the scope of School Board policy, administrative direction, assessed student needs and operational constraints.
- \* (4) Provide overall leadership and appropriate resources for on-going District-wide curriculum development and review to ensure articulation of objectives and skills continuum Pre-K through Grade 12 by subject area.
- \* (5) Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
- \* (6) Provide District oversight and control of teacher certification, the professional orientation program, and both instructional and non-instructional staff development.
- \* (7) Coordinate the District Human Resources Management Development Program.
- (8) Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- \* (9) Maintain good public relations with parents and community groups for dissemination of information and feedback.
- (10) Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
- \* (11) Serve as the liaison between the State Department of Education and the instructional staff of the District in communicating and planning program requirements of the State statutes, State Board of Education rules and regulations and mandated federal programs.
- \* (12) Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the District mission and beliefs, and school goals and improvement plans.
- \* (13) Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process.
- \* (14) Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction.
- (15) Establish necessary procedures for referral and cooperative planning with other agencies.
- \* (16) Coordinate all instructional services reporting requirements.
- (17) Assist in the development and implementation of in-service education.
- (18) Assist in the development of educational specifications for new facilities and equipment.
- \* (19) Provide leadership in planning and acquiring appropriate teaching materials, textbooks and equipment.
- \* (20) Provide leadership for Southern Association of Colleges and Schools accreditation process.
- \* (21) Direct and supervise the implementation of the District's Pupil Progression Plan.
- (22) Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
- (23) Establish a systemic approach to curriculum and instructional planning, development, implementation and evaluation.
- \* (24) Provide leadership for school improvement initiatives.
- (25) Provide leadership for emerging, innovative and special programs.
- (26) Report on the status of curriculum and instructional programs and services at the request of the Superintendent.
- (27) Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the District's goals and objectives.

**ASSISTANT SUPERINTENDENT for INSTRUCTIONAL & PERSONAL SERVICES (Continued)**

- (28) Assist in the preparation for collective bargaining negotiations.
- (29) Assist in the development of administrative guidelines related to curriculum and instructional services.
- (30) Assist in the development of policies related to curriculum and instructional services.
- (31) Assist in the preparation of School Board meeting agendas, preparing curriculum and instructional services action items of routine and priority nature as well as timely reports.
- \*(32) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(33) Prepare or supervise the preparation of all required reports.
- (34) Develop, recommend, and administer the curriculum and instructional services budget.
- \*(35) Serve on the Superintendent's Leadership Team.
- (36) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position.

**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.

\* Essential Performance Responsibilities

**Job Description Supplement Code 4**