

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Assistant Superintendent for Instruction

FLSA: Exempt

GENERAL SUMMARY

Given broad autonomy, this position evaluates, formulates, and implements District academic programs. Conducts the development and supervision of instructional programs, academic operations, staff, curriculum planning, and other related functions. Assists the Superintendent in the development of educational philosophy, long term strategic planning, policy development and implementation of objectives. Reports to the Superintendent.

ESSENTIAL FUNCTIONS

Directs, plans, coordinates, and implements a comprehensive academic program for the District in support of strategic goals and operational/educational needs. Provides assistance to the Superintendent as needed for long term academic planning, implementation, and development of policies and procedures for the District.

Provides staff leadership and supervision of district level instructional personnel to ensure understanding and implementation of educational objectives of the district.

Guides development, implementation and evaluation of curriculum and instructional services. Provides leadership in facilitating curriculum improvement.

Works as needed with directors, principals and teacher committees in organizing and coordinating grade level, subject area and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.

Interprets appropriately and consistently the present curriculum and proposed curriculum changes to the Board, the administration, the staff and the general public.

Coordinates activities of district curriculum and instructional materials selection committee.

Directs creation of and edits for publication all materials prepared by and to be distributed among the instructional staff.

Coordinates the determination of types of programs needed by the schools and makes appropriate recommendations.

Coordinates district-wide research and testing for measuring the effectiveness of the total educational program.

Keeps informed on the latest research, trends and developments in all areas of education and interprets these matters for staff as necessary.

Interprets and formulates academic policy and procedures and provides related advice to administrators, employees and staff; recommends new or revised policies and/or procedures as warranted. Continually assists principals with instructional supervision and offers guidance for the improvement of instruction.

Assists in studies and research in the areas of enrollment growth, staffing needs and building needs as they pertain to educational programs.

Supervises the educational program for compliance with state, regional, and federal regulations, laws, guidelines, and mandates and keeps current on all.

JOB SPECIFICATIONS

Education and Experience:

Certification as secondary or elementary supervisor, principal or superintendent. A minimum of five years of successful experience in education. Advanced graduate work in education areas of curriculum development, supervision, instructional practices and research. Practical experience in instructional management, curriculum planning, implementation and evaluation, and successful supervisory experience.

Knowledge:

Extensive knowledge of academic management functions, programs, policies, procedures, and systems. Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements. Knowledge of the principles of management, and the standards, regulations, and laws relating to educational activities. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to personnel and community relations functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with district staff. Ability to plan, develop, administer, and monitor various personnel activities and programs in compliance with all relative federal and state regulations, and district policies, procedures and standards. Ability to use and effectively apply independent judgment and discretion given broad autonomy in directing and managing areas of accountability. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to plan, prepare and monitor the department budget. Ability to complete, process, and maintain all required records, reports, and other information. Ability to develop and maintain effective communications with district employees, the Superintendent, media representatives, attorneys, and the general public. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for the designated budget.
Supervises subordinate personnel and academic staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____