

**Assistant Superintendent of Instruction & Academic Accountability
New Hanover County Schools**

Job Description

Class: Administrative

Dept: Office of the Superintendent

TITLE: Assistant Superintendent

- QUALIFICATIONS:**
1. Master's Degree or higher.
 2. At least five years' successful experience in school administration, preferably as a principal, director of district-wide program or member of the central office with direct staff responsibilities. Demonstrated leadership ability in working with students, staff, parents, and the public.
 3. Must be licensed or be able to meet licensure requirements in North Carolina for School Administration and/or Curriculum Specialist.

REPORTS TO: Superintendent

JOB GOAL: To perform a variety of supervisory and administrative tasks in directing and carrying out the New Hanover County School system's Department of Instruction & Academic Accountability.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to instruction and academic issues.
2. Provide leadership for short and long range planning for all curriculum and instruction and staff development initiatives. Such planning involves vision, goals, program objectives/strategies/activities, human and fiscal resources, training, evaluation, and collaboration with others.
3. Oversee and align the efforts of curriculum and instruction services to reflect horizontal and vertical continuity and articulation of the instructional program throughout the system.
4. Develop, implement and supervise curriculum and instruction policies and procedures.

5. Assist all curriculum directors and school administrators with implementing school system and building-level improvement plans such as school improvement plans, diversity plans, Title I plans, staff development plans, technology plans, new teacher and mentor program plans, and alternative program plans in accordance with local, state, and federal guidelines.
6. Develop, oversee and evaluate school system plans for Title I, Part A, curriculum development, professional development, instructional materials adoptions and course additions, minority achievement, curriculum and instruction initiatives, and student standards and accountability.
7. Provide leadership in implementing the superintendent's goals and develop plans accordingly.
8. Promote a positive working relationship with staff through consistent responsive behavior and teamwork.
9. Attend and participate in local, regional, state and national meetings and conferences to keep abreast of current researched best teaching practices and programs.
10. Provide opportunities for system-wide articulation and acquisition of knowledge and best practices through monthly professional and curriculum meetings.
11. Plan and coordinate the system-wide school improvement process in accordance with G.S. 115C-105.20 through 115C-105.47, School-Based Management and Accountability Program.
12. Plan and coordinate the curriculum development process for all core curriculum areas.
13. Assist the superintendent in planning and implementation of special projects such as school bonds, alternative programs, system-wide school improvement survey, special school intervention and assistance.
14. Serve as clearinghouse of information on curriculum and instruction issues, educational trends, school improvement process, best instructional practices, NC Standard Course of Study, diversity initiatives, staff development issues, student standards and accountability issues.
15. Serve as contact for all curriculum and instruction related communication.
16. Initiate collaboration with other agencies to share resources that enhance the educational community's learning environment.
17. Provide a communication model for instructional support staff to better serve the schools.

18. Assist the superintendent in communicating his/her goals to the Board of Education, school personnel and the community.
19. Assist in selection and placement of administrative personnel, in delegating and supervising staff responsibilities and in evaluating staff.
20. Provide professional growth opportunities as needed.
21. Maintain an “open-door policy” to hear concerns and challenges pertinent to assigned personnel.
22. Plan, supervise, and maintain curriculum and instruction, staff development and Title I budgets and records in accordance with local/state/federal guidelines.
23. Oversee budget preparation and budget implementation process for assigned personnel.
24. Provide to the superintendent and the Board of Education budget information regarding special projects.
25. Assist in researching and developing grants and external funding opportunities to support the schools’ improvement goals.
26. Perform other duties and responsibilities as requested by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: SA VII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Thorough knowledge of principles, procedures and practices of public school administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing public school students.

- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of student support, policy development, employee relations and related services.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.