

**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 in Administration, N.C. Administrator's Certificate or equivalent combination of education and experience.
2. Five or more year's successful experience in public school administration. Demonstrated leadership ability in working with students, staff, parents, and the public.
3. Other qualifications as the superintendent and board may find appropriate.

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 Division 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 initiatives, policies and procedures. 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. Assist school administrators with implementing school system and building-level improvement plans such as school improvement plans, diversity plans, and Title I plans, in accordance with local, state, and federal guidelines.
5. Develop, oversee and evaluate school system plans for Title I, Part A, curriculum development, professional development, instructional materials adoptions and course additions, minority achievement, and student standards and accountability.

6. Attend and participate in local, regional, state and national meetings and conferences to keep abreast of current researched best teaching practices and programs.
7. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; performs various duties assigned by the Superintendent.
8. 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.
9. Plan, supervise, and maintain curriculum and instruction, staff development and Title I budgets and records in accordance with local/state/federal guidelines.
10. Assist in researching and developing grants and external funding opportunities to support the schools' improvement goals.
11. 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 student curriculum and instruction standards and accountability.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of student learning, policy development, employee relations and related services.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.