



## **ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES**

Under the direction of the Superintendent, the Assistant Superintendent of Educational Services will have the following duties and responsibilities:

- Develop and maintain a program of continuous curriculum improvement.
- Provide leadership in designing, implementing and evaluating the District Professional Development Program.
- Serve as a resource to the schools in implementing District curriculum and State frameworks and in developing innovative programs and services.
- Assist the Superintendent in facilitating and coordinating the Strategic Planning Process for the District.
- Assist in planning and evaluating programs for the schools and the District.
- Direct and report student assessment.
- Coordinate, participate in and supervise curriculum committees as needed.
- Prepare District policies as requested by the Superintendent.
- Supervise Extended Day and Enrichment Programs.
- Provide leadership in developing educational technology.
- Supervise Pupil Personnel Services.
- Facilitate articulation of the District programs with the high school district.
- Serve as a member of the Superintendent's Cabinet.
- Supervise the mentor teaching program.
- Plan, supervise and evaluate the District's instructional grant programs (e.g., Federal and State programs such as Chapters I, II and VII).
- Coordinate consolidated and program quality reviews and train staff to participate in these reviews.
- Seek out sources of funding and supervise preparation of proposals for educational grants and other special programs.
- Coordinate and monitor the selection, ordering, and distribution of textbooks, videos, instructional materials and equipment.
- Publish necessary curriculum materials for dissemination to the schools.
- Perform other duties as assigned by the Superintendent.

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