



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

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Assistant Superintendent for Academics

Primary Function

To serve as a general assistant to the Superintendent with administrative functions that support the mission and vision of the Board of Education as assigned by the Superintendent.

Organizational Relationship

The Assistant Superintendent reports directly to the Superintendent.

Qualifications

- Illinois State Board of Education Professional Educator Licensure appropriate to assignment.
- Completed all modules of the ISBE Teacher Evaluation training
- Ability to understand and carry out oral and written directions
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain supportive, collaborative public, student, and coworker relationships.
- Ability to physically move about the buildings and grounds
- Ability to speak, read, write, and understand English
- Ability to handle all district information with confidentiality

Performance Responsibilities

1. Assist the Superintendent in directing the long-term planning of the educational program and operations of the school system in order to provide for the future educational needs of the community.
2. Provide professional leadership in education throughout the school system, and study, keep informed of and stimulate interest of staff in new developments in education.
3. Supervise the development of the District's instructional programs including curriculum development, reporting to parents, field trips, and testing.
4. Oversee all curriculum review processes to ensure the curriculum maps are up-to-date and instructional materials relevant. Serve as a liaison to District 219 and CFC regarding curriculum matters.
5. Oversee all programming related to special populations (e.g. English Learners, Advanced Learners, Special Education, Interventions, and Early Childhood).
6. Develop and monitor all Curriculum & Instruction-related district budgets including Professional Development. Approve the purchase of instructional materials, equipment, supplies, and travel/workshop.

7. Determine and coordinate the district assessment program. Analyze all assessment data and interpret for trends related to student growth, curriculum alignment, instructional implications, and program evaluation.
8. Coordinate and implement the District's staff development programs.
9. Coordinate with technology department regarding curriculum matters.
10. Ensure that all necessary records are kept and reports are made pertaining to pupils, as required by the Board of Education and the State Board of Education; and designate specific responsibility for such records and reports. Write, implement, and monitor state and federal grants such as Every Student Succeeds Act (ESSA), Preschool For All (PFA), and Title grants.
11. Assist in the recruitment, interviewing and assignment of staff.
12. Coordinate presentations for families and the community to educate them about new initiatives and programming.
13. Guide research activities and generally oversee all research projects.
14. Attend all Board Meetings, and prepare such reports for the Board as are appropriate to the primary function and other reports which may be requested by the Superintendent or the Board of Education.
15. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

Terms of Employment

12-month position (260 work days) from July 1st to June 30th with twenty (20) vacation days.

Performance Evaluation

Performance of this job will be evaluated in accordance with the Administrator Evaluation Plan.