

# FLAGLER COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Assistant Superintendent of Academic Services

#### QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Valid Florida certification in Educational Leadership, Administration and Supervision, School Principal or Professional School Principal.
3. At least ten (10) years successful experience in education including five (5) years in administration and supervision.
4. Alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Future oriented perspective.
2. Ability to plan, organize, and prioritize.
3. Ability to analyze problems, identify appropriate solutions, project outcomes of proposed actions, and implement recommendations.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to present information effectively to a variety of audiences.
6. Ability to work cooperatively with School Board members, school personnel, students, community and other departments and agencies.
7. Knowledge of national, state, and district educational goals and standards.
8. Ability to read, interpret, and implement State Board of Education rules, School Board policies, and appropriate federal and state statutes and regulations.
9. Advanced skills in problem solving and interpersonal interaction, with the ability to handle sensitive issues in a timely and professional manner.

#### REPORTS TO:

Superintendent

#### JOB GOAL

To direct and administer the District's policies, programs and goals associated with student excellence and assist in the development and implementation of school curriculum and related services to provide quality educational experiences for all students.

#### SUPERVISES:

Director of Teaching and Learning  
Director of Exceptional Student Education  
Director of Student Services  
Director of Flagler Technical College  
Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Direct the overall activities of planning, developing, coordinating, implementing, and evaluating all district curriculum, instruction and instructional support programs for Exceptional Student Education, Teaching and Learning, Student Services and Flagler Technical College.
2. Direct and coordinate activities related to the district's instructional delivery system and program management cycle.
3. Initiate the development of programmatic goals and instructional objectives on a district-wide basis within the scope of School Board policy, district strategic plan, administrative directions, assessed student needs and operational constraints.
4. Provide overall leadership and appropriate resources for ongoing district-wide curriculum development and review to ensure articulation of objectives and skills continuum PreK through Grade 12 and post-secondary opportunities.
5. Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
6. Serve as the liaison between the state Department of Education and the instructional staff of the district in communicating and planning program requirements of the state statutes, State Board of Education rules, and regulations and mandated federal programs.
7. Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the district mission, beliefs, strategic plan and school improvement plans.
8. Evaluate the accountability in providing support to schools in developing and implementing their School Improvement Plans as an integral part of the development of the annual comprehensive program plan and budget.
9. Prepare and recommend, to the Superintendent, the implementation of alternative and optional programs to support the requirements of the district's annual and long-term plans of improvement.
10. Assist in the preparation for and conduct of collective bargaining negotiations for instructional personnel.
11. Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts, and general support of the decision-making process.
12. Oversee ongoing analysis of school and district assessment data for the improvement of instruction and curriculum.
13. Oversee all instructional services reporting requirements.
14. Assist in the development and implementation of the district's Master Plan for in-service education.
15. Oversee the process of selection of textbooks, instructional materials, and equipment for the district in cooperation with instructional specialists and faculty.
16. Oversee a systemic approach to curriculum and instructional planning, development, implementation and evaluation.
17. Provide leadership for the Southern Association of Colleges and Schools accreditation process.
18. Administer the district's plan and procedures for reviewing Charter School applications and making recommendations for approval or denial by the School Board.
19. Report on the status of curriculum and instructional programs and services at the request of the Superintendent and School Board.
20. Assist the Superintendent in district-wide planning to link the curriculum and instructional program and the use of financial and human resources to the district's goals and objectives.
21. Provide leadership for emerging, innovative and special programs.
22. Organize and facilitate meetings with principals, assistant principals, guidance counselors, deans, staffing specialists, etc.
23. Provide oversight for functions of Human Resources.
24. Maintain liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.

*Assistant Superintendent of Academic Services (continued)*

25. Maintain good public relations with parents and community groups for dissemination of information and feedback.
26. Establish necessary procedures for referral and cooperative planning with other agencies.
27. Visit school campuses regularly to collect stakeholder feedback, communicate department initiatives to school leadership teams, and identify opportunities for academic enhancements.
28. Keep district-wide staff informed of potential problems or unusual events.
29. Serve on district, state or community councils or committees as assigned or appropriate.
30. Stay informed and disseminate information about current research, trends, and best practices in areas of responsibility.
31. Participate in state training programs and courses to increase the level of department services.
32. Prepare the annual department budget and monitor its implementation as required.
33. Supervise assigned personnel, conduct annual performance evaluations, and make recommendations for appropriate employment actions.
34. Prepare and oversee the preparation of all required reports and maintain all appropriate records.
35. Assist in the development of policies and procedures for department.
36. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
37. Utilize appropriate strategies and problem-solving tools to make decisions regarding the planning, utilization of funds, delivery of services, and evaluation of services provided.
38. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
39. Assist in the preparation of the School Board Meeting agendas by preparing appropriate action and information items of routine and priority nature.
40. Assist in interpreting the programs, philosophies, and policies of the district to staff, students, and the community.
41. Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices.
42. Serve as a member of the Superintendent's Cabinet.
43. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and established performance objectives outlined in the District's current strategic plan.

**Job Description Supplement Code: 4**

**Salary Lane: Non-School Based Administrator AWZ**