

**RSU No. 5 Durham ~ Freeport ~ Pownal**  
**ASSISTANT SUPERINTENDENT JOB DESCRIPTION**

**QUALIFICATIONS:**

1. Master's level minimum,
2. Professional Certification (ME) Assistant Superintendent (015),
3. At least five year's combined successful experience in teaching and administration, and
4. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide leadership in the ongoing development and improvement of the entire instructional program

**PERFORMANCE RESPONSIBILITIES:**

1. Assures development and coordination of curriculum aligned with the Maine Learning Results,
2. Works with principals and teacher committees to ensure continuity between levels and an appropriate instructional program throughout the schools,
3. Assures quality and coordination of the K-12 Assessment System,
4. Serves as the District Assessment Coordinator (DAC) for all required State testing,
5. Facilitates interpretation of assessment data to inform and improve instructional practices in conjunction with Leadership Team members,
6. Plans professional development for instructional personnel to help raise the level of instructional performance,
7. Assists in evaluating continuously, both the appropriateness of the curriculum and the quality of the curriculum development program,
8. Participates in regional curriculum and superintendent groups,
9. Posts the curriculum publicly (website, community newsletters),
10. Coordinates efforts of staff regarding curriculum improvement projects,
11. Plans the New Educator Induction for all newly hired educators annually,
12. Recommends policy revisions and new policy adoptions to the Policy Committee,
13. Applies for and oversees the execution and reporting of federal Title grants,
14. Assists in the process of applying for other federal/state grants the RSU is eligible for,
15. Supervises grant funded positions,
16. Oversees the PEPG evaluation process,
17. Ensures job descriptions and evaluation tools are updated in collaboration with administrators and directors,
18. Assists in the development of educational specifications for remodeling projects or new construction,
19. Serves as district Affirmative Action Officer/ Title IX Officer,
20. Serves as the Administrator for the Local Credentialing Committee (LCC),
21. Updates the district Comprehensive Education Plan annually,
22. Prepares and submits documents and other reports as requested by the Superintendent, and
23. Performs other such tasks and duties the Superintendent may assign.

**Essential Functions:**

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

**Legal and Ethical Duties:**

1. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
2. Demonstrates a respect for the legal and human rights of students.
3. Follows health and safety procedures established by the system.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.
6. Follows the chain of command for various administrative procedures or concerns.
7. Observes Board and school policy.
8. Meets and follows all State and federal laws and regulations.

**TERMS OF EMPLOYMENT:** Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors

**EVALUATION:** Evaluated annually by the Superintendent of Schools

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

*To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*I have read and understand the terms and conditions of this position.*

Employee Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to Personnel File File Copy to Employee  
Adopted: May 27, 2009;  
Revised: March 11, 2015; May 19, 2016, May 2019