

Title: Assistant Superintendent of Curriculum and Instruction (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Directs the design and evaluation of the Instructional Program in the Parish.

- Assists in the formulation of a philosophy and objectives for the Instructional Program.
- Guides development, implementation, and evaluation of curriculum and instructional services.
- Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the System's educational program.
- Assumes the responsibility for reviewing and evaluating results of parish wide testing programs, and for other evaluation measures used by the schools.

Any and all duties as assigned by Superintendent

Leadership-Provides leadership in directing the work of personnel in the School System.

- Guides development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
- Works with Elementary and Secondary Supervisors of Instruction and with the school principals in the improvement of individual and staff competencies.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement.
- Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the Instructional Program throughout the Parish.
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.
- Directs creation of and edits for publication all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- Assists, as assigned, in the evaluation of classroom testing instruments.
- Serves, as assigned, as a consultant in the selection of instructional supplies, equipment, and books.
- Assists, as assigned, in the planning of workshops and other in-service program to help raise the level of instruction performance.
- Assists, as assigned, in research related to curriculum development.
- Serves, as assigned, as a resource person for curriculum studies and workshops.

Management-Administers policies and procedures necessary to maintain an adequate educational environment.

- Studies, evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
- Maintains a current curriculum manual to show graduation requirements, approved courses, credit allowed, and any pertinent information useful to students and staff.
- Encourages the development, publication, and use of new instructional materials by the professional staff.

Student Services-Supervises procedures which promote the success and well-being of students.

- Observes teachers in their classrooms upon request of principals and offers insights for the enhancement of the teaching-learning situation.
- Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Interprets the present curriculum and proposed curriculum changes to the Board, the Administration, the Staff and the general public.
- Coordinates all activities of the System's association and membership in the Southern Association of College and Schools.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized Alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: 12 months

Reports to: Superintendent of Schools

Supervises: All personnel designated by Superintendent

Job Goal: To provide leadership in the ongoing development and improvement of the entire Instructional Program for the Parish School System.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Revised 9/2013