

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Assistant Superintendent for Instruction

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution.
- (2) Certified in Administration and Supervision, Educational Leadership or School Principal.
- (3) Minimum of five (5) years successful experience in education to include three (3) years in an administrative or supervisory capacity.
- (4) Other qualifications deemed necessary by the School Board.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of national, state and District educational goals and standards. Knowledge of effective school concepts and principles. Knowledge of state-of-the-art research and proven best practices in areas of responsibility. Knowledge of principles and concepts for continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development, staff development and management of instructional programs. Knowledge of statutory and regulatory requirements in areas of responsibility. Ability to supervise people. Ability to plan and present information to the public. Ability to facilitate various size groups using facilitative leadership skills. Ability to balance several job functions at one time and work under a heavy workload. Good interpersonal and communication skills. Ability to utilize statistical data for trends and performance in various programs and to develop strategies for improvement. Ability to represent the District at state and regional functions.

REPORTS TO: Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct the overall activities of planning, development, coordinating, implementing and evaluating all District instructional and instructional support programs, including Exceptional Student Education, Adult Education and Pre-K Education.
2. Initiate the development of program goals and instructional objectives on a District-wide basis within the scope of the School Board policy, administrative direction, assessed student needs and operational constraints.
3. Provide overall leadership and appropriate resources for District-wide curriculum development and instructional methodology improvements.

4. Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs.
5. Supervise the regional accreditation process for District schools.
6. Supervise the local and state student assessment program.
7. Direct and supervise the ongoing revision and implementation of the District's Student Progression Plan.
8. Supervise all aspects of the Accountability and School Improvement Process.
9. Supervise the evaluation and selection of textbooks and instructional materials.
10. Supervise the development, implementation and evaluation of staff development activities.
11. Direct and supervise assigned District-wide instructional programs.
12. Establish and maintain a program of consultant services to schools.
13. Assist Principals, as needed, in the recruitment, selection, placement and appraisals of instructional personnel.
14. Direct and supervise Second Chance School placement procedures.
15. Supervise expulsion procedures.

Inter/Intra-agency Communication and Delivery

16. Maintain a close working relationship with school personnel to ensure information exchange, coordination of efforts and general support for the decision-making process.
17. Report on the status of instructional programs and services at the request of the Superintendent.
18. Direct and coordinate program planning to involve District and school personnel, community representatives and students when appropriate.
19. Serve as contact to the Department of Education in assigned areas.
20. Provide liaison between the District and Community College vocational and academic programs.
21. Maintain contact with other school districts in Florida and other states to share and receive information on effective programs and practices.
22. Maintain good public relations with parents and community groups for dissemination of information and feedback.
23. Assist in interpreting the programs, philosophy and policies of the District to staff, students and the community.
24. Assist in interpreting legislation and State Board rules.
25. Maintain liaison with the local business community, civic organizations and other groups having an interest in the schools.
26. Maintain a close working relationship with School Resource Officers and the local law enforcement agency.

Professional Growth and Improvement

27. Keep well-informed about current trends and best practices in education.
28. Keep up-to-date and well-informed about legislation and legal issues.
29. Assist school and District personnel in keeping up-to-date about trends, best practices, legislation and related issues.
30. Promote and support professional development for self and others.
31. Attend meetings and conferences which promote professional growth and will benefit the District.

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Systemic Functions

32. Develop, recommend and administer the instructional services budget.
33. Assist the Superintendent within the District in organizational analysis and development.
34. Assist in the development of educational specifications for new facilities and equipment.
35. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
36. Assist in the preparation of School Board meetings agendas, preparing instructional service action items of routine and priority nature as well as timely reports.
37. Coordinate the submission of grants, reports and instructional items for placement on the School Board agenda.
38. Prepare and supervise the preparation of all required reports and the maintenance of all appropriate records.
39. Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

40. Assist the Superintendent with District-wide planning to relate the instructional program and the use of financial and human resources to the District's goals and objectives.
41. Assist in the development of administrative guidelines for instructional services.
42. Assist in the development of policies for instructional services.
43. Model and maintain high standards of professional conduct.
44. Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
45. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
46. Facilitate problem-solving by groups or individuals.

PHYSICAL REQUIREMENTS: Light Work

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

TERMS OF EMPLOYMENT: 12 Month

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: Annually by the Superintendent

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: Salary Item 31 – Level I

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