



PERSONNEL BULLETIN

FOR THE 2022-2023 SCHOOL YEAR:

Assistant Superintendent for Curriculum and Instruction- Secondary

Position Description:

To provide leadership, vision, and strategic direction for managing Curriculum and Instruction at the secondary level. Under the direction of the Superintendent and in cooperation with other district administrators, the Assistant Superintendent for Secondary Curriculum and Instruction shall be responsible for providing leadership to the professional learning community for the implementation of the 6-12 instructional program. The broader educational and system goals focus on the performance by all secondary-level students, effective resource stewardship, and the development of leadership and human capital throughout the school system to engage students, parents, and all community stakeholders. Responsibilities include, but are not limited to:

- Member of the district leadership team.
- Coordinate the evaluation and ongoing assessment of the secondary-level program as it relates to Curriculum, Instruction, and Student Achievement.
- Perform special projects and assignments at the discretion of the Superintendent.
- Assist secondary-level administrators in the data collection, analysis, evaluation and reporting necessary benchmarks, metrics, and performance data to measure student improvement.
- Support the infusion of and the use of technology in the educational program.
- Coordinate Professional Learning Communities at the 6-12 level.
- Monitor data and make periodic recommendations regarding altering implementation.
- Create and implement evaluations/assessments for new instructional programs measuring effectiveness of initiatives.
- Support 6-12 curriculum, instruction, and assessment by directing the process of curriculum development, instructional development, and assessment and evaluation of the program.
- Lead the secondary-level initiatives in all content areas and vocational education.
- Responsible for preparation, maintenance, and evaluation of all required records and reports from the Superintendent.
- Supervise the development of the master schedule at the secondary level.
- Visit secondary school sites and classrooms to provide instructional support to teachers using best practices and research-based instructional methods. Assist 6-12 principals and teachers in data-driven decision-making to improve student achievement.
- Provide leadership in developing research designs for appraising established programs and newly considered programs.
- Support building-level and district-level administrators in the implementation of the International Baccalaureate Diploma Program.
- Monitor grants and funded programs at the 6-12 level.
- Ensure high levels of performance for all staff.
- Ensure fiscal program responsibility and effective resource stewardship of all federal, state, and local funding sources.
- Oversee New York State 3-8 mandated English Language Arts and Math Assessments, Regents Examinations, Advanced Placement tests, and in-district evaluations of student achievement.
- Integrate technology into the instructional framework, with an emphasis on enhancing student outcomes, teacher effectiveness, and school-family communications.
- Engage students, families, and community stakeholders.
- All other responsibilities assigned by the Superintendent of Schools.



WESTBURY

UNION FREE SCHOOL DISTRICT

Dr. Tahira DuPree Chase
Superintendent of Schools

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Requirements for the Position:

- New York State District Leader Certification/New York State School District Administrator Certification.
- Doctorate Preferred.
- At least five years of successful experience in 6-12 Curriculum and Instruction leadership as a senior level administrator in an educational setting.
- Extensive knowledge of the principles of the secondary-level learning processes, school improvement strategies/models of curriculum, instruction, supervision, student assessment, and data analysis.
- At least five years of successful teaching experience at the secondary level, totaling ten years in public school certificated positions.
- Demonstrated leadership and management abilities, along with excellent communication/public relations skills, ability to articulate a vision of best practice for instructional groups, understanding of systems management, experience with applied technology in an educational setting, and the demonstrated leadership ability to work with diverse groups.
- Experience in the management of federal programs and grants.

Salary and Benefits:

- Commensurate with experience.

INTERESTED APPLICANTS:

Please email a cover letter and resume to www.OLASjobs.org by the end of the day on

Friday, March 24, 2023.

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age.

It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.

PLEASE REMOVE AFTER FRIDAY, MARCH 24, 2023.