

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

DEPUTY SUPERINTENDENT OF SCHOOLS

POSITION: Deputy Superintendent of Schools

REPORTS TO: Superintendent of Schools

LOCATION: Office of Deputy Superintendent

NATURE OF WORK:

Under the direction of the Superintendent of Schools, the Deputy Superintendent of Schools is responsible for the management of the instructional program for all schools (PK-12).

ESSENTIAL FUNCTIONS:

- Coordinates the development of instructional programs for the school system and recommends changes in instructional programs for the school system to the Superintendent.
- Encourages the development, publication and use of new instructional materials by the professional staff.
- Coordinates and directs the work of staff who develop school system-wide programs and curricula to meet the varying needs of the school system.
- Chairs committees which research, plan, and organize new curricula and programs.
- Provides for continuous evaluation and assessment of the school system's curricular and instructional programs in order to measure their effectiveness.
- Acts as liaison with elementary, middle, and high school administrators and supervisors to coordinate curriculum planning and provide a logical transition through the grades for all students.
- Maintains the school system's curricular program publications, including the scope and sequence of such programs.
- Provides leadership to ensure understanding and promotion of the educational objectives of the school system as well as communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials.
- Provides guidance to, and works cooperatively with, staff members in the planning, administration, and evaluation of professional development activities.
- Assists in the planning and implementation of programs designed to orient new members of the professional staff to the school system's curriculum and instructional programs.
- Provides leadership and guidance for activities related to the acquisition of curriculum instruction grants and the implementation of programs related to such grants.
- Stays apprised of governmental statutes, regulations, and rules relating to curriculum and instructional programs.
- Represents the school system at meetings of such organizations and groups outside the school system.
- Supervises and evaluates the performance of all directors, curriculum supervisors, and others, as directed by the Superintendent by setting performance goals annually to ensure a high level of competency.
- Ensures that Curriculum Department needs are met by accurate budget preparation and monitoring.

DUTIES AND RESPONSIBILITIES:

- In the absence of the Superintendent, represents the school system at various civic and professional organizations and meetings, serves as the Superintendent's designee;
- Works with leaders of all departments in integrating and coordinating individual efforts into a

unified effort to achieve the mission, goals, and annual objectives of the school system;

- Provides leadership, guidance, and direction for the development, implementation and evaluation of the PK-12 curriculum and the instructional program to support the implementation of the common core;
- Recommends programs of professional development required for quality instruction and implementation of curricular programs;
- Interprets curriculum development activities and other curriculum projects to school personnel and to the public;
- Assists in establishing goals and develops plans and procedures related to the operation of the curricular instructional program;
- Coordinates the procedures for the review, selection, evaluation, and reconsideration of instructional materials;
- Participates in the preparation of the operating budget pertaining to curriculum, instruction, and grants;
- Prepares annual budget requests and analyzes fiscal matters related to the instructional program;
- Works with personnel within the Department of Teaching, Learning, and Professional Development to facilitate successful implementation of curriculum and instructional practices and to provide system-wide coordinated professional development activities for all teachers and support staff;
- Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to curriculum and instruction;
- Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education;
- Oversees the operations of the departments of College/Career Readiness, Elementary Instruction, Informational Technology, Instructional Technology, Secondary Instruction, Special Education, Student Services and Teaching, Learning, Professional Development, Safety & Security;
- Serves as liaison to the public and advisor for the Superintendent of Schools and Board of Education on curricular and administrative issues;
- Develops annual operational goals and objectives for school system administrative needs from a county-wide perspective;
- Provides for the supervision and evaluation of departmental personnel and principals;
- Oversees implementation and revisions of the Master Plan, Race to the Top and School Improvement Plan;
- Oversees the initiatives and programs designed to eliminate the achievement gap among all sub-groups with emphasis on minority and economic diversity;
- Determines the allocation of personnel and resources for all schools, including instructional staff;
- Ensures alignment of curriculum, instruction and assessment;
- Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs;
- Facilitates articulation with other offices of the school system to improve the operational and instructional progress in the schools;
- Facilitates the coordination of interagency cooperation for instructional functions in the school system;
- Remains current in terms of educational literature, research, and practices;
- Demonstrates and models effective and efficient use of technology; and
- Performs other tasks and responsibilities as the Superintendent of Schools may assign.

QUALIFICATIONS:

- Have earned a Master's degree and hold an endorsement for Superintendent under Maryland certification;
- Five years of successful teaching experience;
- Five years of experience as a public school principal;

- Three years of central office and supervisory experience, preferred;
- Resident of St. Mary's County or willing to relocate to St. Mary's County within three months of employment;
- Knowledge of instructional programs and teaching methodologies (PK-12);
- Demonstrates exemplary skills using technology effectively and efficiently;
- Experience with the evaluation of administrative staff;
- Experience with the development and implementation of the Master Plan, Race to the Top and School Improvement Plan;
- Experience in working to close the achievement gap among all sub-groups with emphasis on minority and economic diversity;
- Experience with analysis of achievement data for intervention and instructional modification;
- Demonstrated qualities of outstanding leadership; and
- Exemplary skill in human relations and problem-solving.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range J.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt

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