

ASSISTANT SUPERINTENDENT FOR PERSONNEL AND INSTRUCTION

The Assistant Superintendent reports directly to the Superintendent of Schools and shall be responsible for the areas of administration as noted below:

1. In compliance with the No Child Left Behind requirements, prepare all applications, program narratives, and budgets to secure the following state and federal grants: ESEA, Title II, SDFCA, Title IV, ESEA, Title VI, Class Size Reduction.
2. Execute grants, maintain records, file program reports.
3. Participate with representatives from other districts to apply for competitive grants.
4. Coordinate before and after school Academic Intervention Services and serve as Summer School Principal; prepare parent notification; train and supervise staff; arrange parent sessions. Prepare annual update of the district Academic Intervention Plan in collaboration with the Director of Pupil Personnel Services and the building principals.
5. Oversee the WINGS program; develop class and transportation schedules; prepare parent notification and facilitate parent meetings; monitor program components and revise as needed. Review student placement with psychologists and Director of Pupil Personnel Services; schedule evaluations and coordinate WINGS Fair.
6. Supervise the instructional technology program; develop budget and facilitate purchases; prepare documentation for E-rate reimbursements; coordinate technology staff; serve as a liaison to BOCES to insure effective and efficient service; design and facilitate staff development to insure a high level of usage; review software and recommend additional programs which correlate with instructional goals.
7. Chair the Curriculum Advisory Council; recommend and facilitate curriculum development projects and textbook adoptions to insure continued instructional improvement.
8. Coordinate the Districtwide Testing Program and review test results to determine areas of strengths and weaknesses, and recommend curriculum and instructional modifications.
9. Facilitate Districtwide Science program; determine supplies and materials and order as needed; schedule staff development.
10. Coordinate District Staff development efforts as aligned with the Professional Development Plan; secure staff developers and develop schedule of training events.
11. Screen candidates for instructional positions including probationary, long term substitute and substitute teachers as well as support staff; design and evaluate writing samples, interview, schedule demonstration lessons, subsequent interviews and check references.
12. Serve as a liaison to all local schools of education to interview and place student teachers, participant observers, and observers.
13. Oversee the development of the District calendar and faculty directory; facilitate meetings with PTA leadership and principals to coordinate dates for special events.
14. Collaborate with the component district curriculum representatives to assist in coordinating the instructional program.
15. Serve as a liaison to curriculum and instructional associations, and the Community Parent Center, nonpublic schools, and Long Island Educational Enterprise Zone (Title III).

16. To monitor the District's academic programs and make recommendations when necessary.
17. To be available to assist the Superintendent in other areas that the Superintendent deems to be necessary

Revised 9/02