

ONTEORA CENTRAL SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Superintendent of Curriculum and Instruction

Certification: New York State School Certification as a School District Administrator (SDA) or School District Leader (SDL)

Classification: Administrative - 12 months

Reports To: The Superintendent of Schools

Supervises:

- Building Principals
- Instructional & Educational Professional Staff, excluding PPS staff
- Director of Health, Physical Education, and Athletics
- Director of Technology
- Clerical Staff in the office of the Superintendent

POSITION DESCRIPTION:

The function of the Assistant Superintendent for Curriculum and Instruction is to provide leadership in the development, implementation, coordination, and promotion of student-focused programs and services for all students as well as personnel. Areas of responsibility include instructional supervision, curriculum, staff development, community collaboration, student support, prevention programs, grant writing, personnel management, and supervision.

QUALIFICATIONS:

- Valid New York State School Certification as a School District Administrator (SDA) or School District Leader (SDL)
- A minimum of three years of administrative experience.
- Has a wide range of educational experience with successful teaching and administrative experience
- Strong verbal and written communication skills
- Experience in the development of NYS and Federal grants.

TERMS OF EMPLOYMENT:

Twelve-month position; salary and fringe benefits established by the Board of Education and outlined in Terms and Conditions of Employment.

GENERAL DUTIES AND RESPONSIBILITIES:

- Models by example, and supports other staff to assume leadership, to implement educational plans.
- Chairs the Professional Development Committee and Technology Plan Committee to facilitate the development of the Professional Development and Technology plans for the District.
- Assists in the preparation and administration of the district's budget.
- Provides leadership to seek, research, and prepare applications for external grant funding of District initiatives.
- Assists with the preparation of drafts of needed Board policies, administrative regulations, and status reports for the superintendent's review and action.
- Attends all Board meetings and Executive Sessions as appropriate.
- Attends and presides over relevant meetings as appropriate.
- Seeks professional growth by reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
- Prepares reports as required by virtue of the position or as requested by the Superintendent of Schools and makes all necessary presentations as may be required or requested.
- Works with the Superintendent of Schools and members of the District's administrative team and faculty.
- Establishes lines of communication and develops and sustains working relationships with the community to identify and provide educational resources and opportunities.
- Provides advice, assistance, and support to the Superintendent of Schools in confidential matters.
- Performs such other tasks and assumes such other responsibilities as may, from time to time be assigned by the Superintendent.
- Prepares budget materials and administers appropriate budget/financial functions for all operations and activities assigned, including the relevant areas of the BOCES services budget.
- Provides the District's Assistant Superintendent for Business with all relevant staffing and requested budget data and analyses in a timely, efficient manner.
- Plans, directs and coordinates the professional and licensed staff recruitment program for all District employees including representing the District at job and career fairs.
- Administers programs for the screening, selecting, processing, evaluating, and rendering of employment recommendations to the Superintendent of Schools for all certificated or licensed staff, administrative and other interns, and teacher mentors.
- Maintains all employee records and performs the necessary related reporting as required by federal, state, and local laws, as well as local collective bargaining agreements for certificated and licensed staff.
- Develops, coordinates, and implements the District's mentor program for new instructional employees.

- Supervises and evaluates all assigned staff.
- Makes recommendations for the appointment, assignment, transfer, discipline, and dismissal of educational staff.
 - Implements the district's APPR for teachers.
 - Prepares and submits all data and reports related to APPR requirements.
 - Works with the superintendent to implement the Principals' APPR.
- Works closely with District administrators to determine long and short-range staffing needs and makes necessary recommendations to the Superintendent of Schools.
- Serves as the District's liaison to the State Education Department, BOCES, all government agencies, and other organizations in all aspects of human resources administration.
- Serves as District-wide coordinator for BEDS personnel reporting.
- Serves as the Superintendent's designee in the administration of the graduate and in-service course approvals.
- Assists in the development of collective bargaining data, strategies, and proposals for OAA & OTA.
- Serves as an administrator in support of the District's chief negotiator by participating in OTA and OAA collective bargaining negotiations and related matters of contractual interpretation/ implementation and by providing relevant information.
- Sends all certificated staff recommendations to the Superintendent/ District Clerk for BOE approval. Maintains the district's OAA and OTA seniority lists.
- Tracks probationary faculty related to tenure to ensure the appropriate timeline and process is followed.
- Prepares the mandated State and Federal personnel reports and other personnel documents (TEACH).
- Monitors and intercede if necessary in the administrative supervision of staff so that it is timely, comprehensive, and complies with the district's standards of teacher quality and accountability.
- Collaborates with the Assistant Superintendent of Pupil Personnel Services to establish and maintain accurate data systems to support instructional improvement and student achievement.
- Ensures that administrators and staff are familiar with implementing data systems to drive programming, and target instruction to maximize student growth.
- Serves as Title IX Coordinator.
- Coordinates ENL staff and the related implementation of Title III.