

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. School Administrator Certification required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Minimum of three years administrative and/or service experience preferred.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in curriculum development, highly desirable.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students and to assist the Superintendent substantially and effectively by providing leadership in developing, achieving and maintaining the best possible curricula and instructional activities.

REPORTS TO:

Superintendent of Schools

SUPERVISES and EVALUATES:

District staff assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Month Year; Salary as established by the Board of Education.

EVALUATION:

Performances of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

PERFORMANCE RESPONSIBILITIES:

1. Interprets the instructional programs, philosophy, and policies of the district to staff, students, and the community at large.
2. Develops, implements and refines the ongoing administrative operations of the district in such areas as administration, research, planning, and assessment/evaluation.
3. Develops, implements, refines and is responsible for the evaluation of all district instructional programs, Pre-K to grade 12.
4. Carries out a leadership role in curriculum development and resulting staff development, Pre-K to grade 12.
5. Serves as a resource person to Principals, other administrators and identified certificated staff in the district and helps resolve problems at the local school level.
6. Evaluates all professional development in regard to instructional programs.

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7. Makes periodic on-site visits to schools and classrooms for the purpose of program evaluation, implementation, and needs assessment.
8. Supervises the overall activities of the district's regular, gifted and remedial educational programs and ensures that such programs are carried out in an efficient and effective manner.
9. Provides recommendations regarding the recruitment, employment, assignment, transfer, promotion, discipline, dismissal, and evaluation of personnel, as needed.
10. Reviews evaluations of district personnel and makes recommendations to the Superintendent and the Administrator responsible for Personnel.
11. Assists the Superintendent in ensuring the district's maximum utilization of funding opportunities to further benefit the district's programs, facilities and personnel.
12. Assists the Superintendent in the overall activities relating to the operation of an effective community relations program.
13. Oversees development and implementation of short and long range plans for the continuous review of assessment procedures, strategies, etc., so as to maximize student achievement.
14. Supervises the overall activities relating to the operation of an effective district testing program.
15. Remains abreast of developments and best practices in the field of education; attends professional meetings, workshops and conferences; discusses educational developments and problems of mutual interest with others in the field, both within and outside the district as time and resources may permit.
16. Assists the Superintendent in conducting major research, planning, development, evaluation/assessment, and reorganization efforts for the district in order to continually upgrade its effectiveness in meeting the educational needs of all students.
17. Supervises the district's multi-year equity plan as it pertains to course offerings, programs, activities and services.
18. Directs the efforts of the district to meet external monitoring/evaluation reviews (e.g. Middle States, QSAC, etc.).
19. Develops long term and short term projections of program needs.

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20. Assists the Superintendent in conducting staff meetings with school administrators and other staff as needed/requested in order to ensure consistent and effective implementation of district procedures, to interpret changes in Board policy or administrative rules and discusses developments and/or evaluate trends as they pertain to staff in relation to curriculum and instruction.
21. Assists the Superintendent in administering the evaluation of certificated administrators as needed/assigned.
22. Supervises the acquisition and use of technology (hardware & software) as it relates to the instructional program.
23. Coordinates the collection, analysis and use of student performance data by district staff.
24. Carries out such other related duties as may be assigned by the Superintendent.

DATE ADOPTED BY BOARD: September 24, 2012

AGREED TO BY INCUMBENT: _____ DATE: _____