



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Assistant Superintendent of Curriculum, Instruction & Programs

(Adopted 6/22/2021)

Qualifications:

1. Master's Degree from accredited college or university;
2. New Jersey Certificate – School Administrator;
3. A minimum of five years teaching experience;
4. A minimum of five years administrative experience;
5. Demonstrated ability to work effectively in the development and supervision of programs and staff.
6. Strong leadership and communication skills;
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Reports To:

Superintendent of Schools

Supervises:

School Leaders and Instructional Staff as assigned.

Job Goal:

To assist the Superintendent in enacting a shared mission, vision, and set of core values that reflect a high-quality education that supports the academic, social, and emotional wellness of each student

Scope of Responsibility:

The Assistant Superintendent serves as a collaborative visionary leader whose focus is supporting rigorous and coherent systems of teaching and learning, building professional capacity and practice, and ensuring equity of educational opportunity to promote students' academic success and well-being.

Performance Responsibilities:

Leadership and Administration

1. Prepares drafts of needed Board policies and administrative rules for the Superintendent's review.
2. Attends Board meetings and prepares such reports for the Board as the Superintendent directs.
3. Assumes responsibility for reviewing and evaluating results of district-wide testing and other evaluative measures used by the schools.
4. Researches and prepares all grant applications, state monitoring procedures, and other state reports.
5. Collaborates with the Superintendent in the formulation of an equity-based academic and whole-school philosophy and in the establishment of objectives for the plan.
6. Keeps Superintendent abreast of new state mandates and their impact on the organization.
7. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools or his/her designees, which may include additional responsibilities resulting from current and future shared service agreements with surrounding districts.

Curriculum, Instruction, and Pupil Services

8. Guides school leaders and faculty in developing and executing the total school curriculum.
9. Plans, leads, and oversees the district's instructional programs and curriculum.



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10. Recommends to the Superintendent the addition of new courses and the adoption of new instructional materials, methods and programs for adoption by the Board of Education.
11. Provides overall leadership and guidance related to curriculum planning, coordination, and evaluation.
12. Articulates assessment among and between grades.
13. Supports school leaders and faculty in their use and understanding of student achievement data to make informed decisions.
14. Collaborates with school leaders to develop plans for assessing and monitoring the graduation progress of all students.
15. Works with school leaders to ensure classified students' placement in the least restrictive environment and compliance with students' individualized education plan (IEP)
16. Ensures curriculum and programs across the subject-area departments, the pupil services department, and the special services department appropriately align with and effectively prepare students for college, career, and life.
17. Coordinates with school leaders on the development of school schedules and teaching assignments.

Budget

18. Assist with the preparation and administration of the related departmental accounts of the school budget.
19. Develops, monitors and maintains Federal and competitive grant budgets.

School-Community Relations

20. Promotes and assists in the coordination of effective communication among all members of the school community.
21. Develops and maintains positive relations with the school community that promote the district's mission, vision, and core values.
22. Serves on district committees, participates in district activities, and represents the district as warranted or as directed by the Superintendent.
23. Participates in regional and county curriculum organizations and groups.
24. Works with sending districts to transition students successfully.
25. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.

Professional Growth and Evaluation

26. Plans and oversees the district's in-services for the faculty that support the district's professional development goals and objectives.
27. Recommends school leader, faculty, and staff attendance at conferences and participation in other professional growth activities.
28. Develops the district's professional development plan and works with school leaders to develop school-based professional development plans.
29. Works with school leaders to develop and deliver effective professional supports for new faculty, including new faculty orientation, new teacher program, mentoring, etc.



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30. Keeps abreast of and interprets current research to support the professional growth of faculty and to affect positive student outcomes.
 31. Meets on a regular basis with principals, departmental supervisors, and lead faculty with the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum and programs.
 32. Oversees all aspects of observation and evaluation in accordance with law, code and Board policy, including individual professional development planning and goal setting, observation and evaluation, and student growth objectives.
 33. Conducts observations and evaluations of faculty and related school leaders.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Executive Administrator
Pay Grade/Compensation Structure:	G02
Evaluation:	In accordance with Board policy