

JOB TITLE: ASSISTANT SUPERINTENDENT - HUMAN RESOURCES/CURRICULUM & INSTRUCTION

QUALIFICATIONS: 1. Successful experience in teaching and school administration
2. Education Specialist's Degree; Doctorate preferred
3. Appropriate Missouri Administrative Certification
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Superintendent

SUPERVISES: Staff members as the superintendent may designate. Shares supervision of building administrators.

JOB GOAL: To assist the superintendent substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

Human Resources:

1. Bases personnel decisions on professionally sound, documented personnel evaluation policies and procedures.
2. Maintains clearly stated policies, regulations, and procedures related to the function, rights, and responsibilities of the staff.
3. Ensures that those directly affected by personnel policies have knowledge of relevant policies and procedures.
4. Plans, directs, coordinates, and participates in the recruitment of personnel and recommends to the superintendent certified and support staff candidates on the basis of their qualifications for the particular position they are to fill in cooperation with building administrators.
5. Coordinates the hiring process for all district positions through the development of criteria (scoring guides, interview guides) to ensure the continuity of applicant screening, interviewing and hiring recommendations. Ensures that all current applicants are fully considered to protect the district from discrimination in the hiring process.
6. Coordinates an effective orientation program for all new staff members.
7. Monitors personnel policies.
8. Coordinates employee performance evaluation programs.
9. Authorizes salaries and/or wages.
10. Administers provisions of district procedures dealing with transfers, discipline, leaves, resignations, retirement, vacations, extra-allowance positions, and absences.

11. Plans, directs, coordinates, and participates in ensuring compliance with all applicable Federal and State Law as it relates to personnel.
12. Generates staffing, enrollment information, and personnel related expenses for the preliminary and annual budget reports.
13. Monitors student enrollment projections and personnel related expenses for the preliminary and annual budget reports.
14. Monitors student enrollment projections and develops projections for staffing needs.
15. Draws up job descriptions for new staff positions and coordinates the periodic review and revision of existing job descriptions.
16. Develops and maintains personnel handbooks for certified and support staff employees.

Curriculum and Instruction:

1. Works with superintendent, Board, principals, faculty, and community members, as appropriate in developing the philosophy, goals, and policies of the instructional programs.
2. Assists the superintendent in the supervision and evaluation of district personnel and in the operations of the schools in the identification of and the addressing of school, staff, and students' needs as they relate to the development, implementation, and assessment of curriculum and professional staff development activities.
3. Works with the administration and faculty in organizing and coordinating appropriate grade-level and departmental meetings, as well as, special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program (K-12) throughout the district.
4. Provides leadership in the development and implementation of a comprehensive program for the assessment of personnel, instruction, and curriculum. Included in this responsibility is the observation and evaluation of designated personnel.
5. Demonstrates leadership in the assessing needs, planning, administering, and evaluating a multi-faceted in-service education program for both the administrative and instructional staff in the district.
6. Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
7. Supervises the development of curriculum documents and related materials prepared by personnel in the district.
8. Supervises the process of selection of textbooks and instructional materials for the district in cooperation with building principals and faculty.
9. Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies, and programs for the district.
10. Serves as district representative to various county, state, and national curriculum associations and committees.
11. Interprets the present curriculum changes to the Board, administration, faculty, and general public.

12. Assists the superintendent and building administrators in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
13. Assumes responsibility for coordinating, reviewing, and evaluating results of state and district-wide testing programs, and for other evaluative measures used by the schools.
14. Coordinates the district's school improvement plan (Missouri School Improvement Plan – MSIP).

General Duties:

1. Attends Board meetings and prepares such reports for the Board as the superintendent may request. Serves in the absence of the superintendent as the person responsible for administration of the school district.
2. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
3. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
4. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having interest in the schools.
5. Performs such other tasks and assumes such other responsibilities as superintendent may assign from time to time.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Signed:_____ Date:_____
(Assistant Superintendent – HR & Curriculum)

Signed:_____ Date:_____
(Superintendent)