

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
ASSISTANT SUPERINTENDENT FOR INSTRUCTION**

Summary: The Assistant Superintendent for Instruction supervises the instructional program of the School District. Responsible for effective and efficient operation of the curriculum, instruction, assessment, and staff development. Member of the Superintendent's Cabinet. This position includes the duties and responsibilities below and other functions as assigned by the Superintendent of Schools.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Supervises and provides leadership, direction, guidance and support to all building Principals, Directors, the Pre-K Associate.
2. Initiate, directs, evaluates and coordinates the instructional program for all students.
3. Applies the findings of research and District studies to improve the content, sequence and outcomes of the teaching/learning process.
4. Works with appropriate staff to develop, maintain, and revise curriculum based on systematic review and analysis.
5. Utilizes knowledge of curriculum content and the curriculum development process to facilitate teacher development of appropriate learning experiences for pupils.
6. Advises on budget requirements for the instructional programs.
7. Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.
8. Evaluate and select instructional materials to meet student learning needs.
9. Cooperates with staff in the scheduling of instructional activities to maximize learning.
10. Facilitates the use of technology in the teaching/learning process.
11. Secures consultants, specialists and other resources for instructional staff to assist in attaining objectives.
12. Recommends to the Assistant Superintendent for Human Resources the appropriate staffing to fulfill the needs of the educational program.
13. Provides administrative direction for district-wide professional development programs for all District instructional employees.

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Assistant Superintendent for Instruction

14. Responds to a variety of parental complaints, questions and requests for information about district-wide instructional, curriculum, boundary, residence, custody, etc. issues.
15. Initiates and monitors an evaluation program for all certified staff.
16. Assists with development of plans for renovation or construction of educational facilities.
17. Participates in the interviewing of all Administrative staff.
18. Assumes responsibility for professional growth and development. Keeps current with changes and developments in the profession.
19. Promotes and monitor positive school-student, personnel and community.
20. Has responsibility for developing enrollment projections on at least a 5-year look-forward basis, utilizing such outside sources as may be available and approved by the Superintendent or the Board of Education. Through the use of enrollment projections and facility tracking, assist in the planning for the proper housing of students in all District facilities.

Reports to: Superintendent of Schools
Prepared by: James Donovan
Approved by: Dr. Roberta Gerold, Superintendent of Schools
Approved Date: July 22, 2024