

Assistant Superintendent of Curriculum & Instruction

DEPARTMENT:	Curriculum & Instruction	REPORTS TO:	Superintendent
WORK SCHEDULE:	12 months	COMPENSATION:	Administrative Salary Schedule
FULL/PART TIME:	Full time	FLSA STATUS:	Exempt

Position Description

The position of Assistant Superintendent of C&I manages all aspects of curriculum and instruction for the educational support of the students of the Kirkwood School District. Supports the design and selection of K-12 curriculum and the technology for teaching and learning. The position is responsible for all K-12 resources and district professional development. The technology department and the district curriculum facilitators fall under the responsibility of the position.

Task Title	Essential Job Functions	Percent of Time Spent
Department Leadership: Curriculum & Instruction	<ul style="list-style-type: none"> ● Evaluate the educational programs. ● Initiate and support curriculum development and implementation. ● Support the district curriculum facilitators. ● Develop and promote professional growth for staff. ● Facilitate the selection of instructional strategies. ● Assist principals with the coordination of instructional programs. ● Assist in establishing levels of expectations for student achievement. ● Responsible for managing and securing K-12 District Curriculum Resources. ● Evaluate student progress/needs both individually and in groups to demonstrate effective instructional leadership. 	40%
District Leadership	<ul style="list-style-type: none"> ● Interpret and/or clarify district goals to students, staff, and the community. ● Oversee strategic plan objectives and goals related to curriculum and instruction and technology. ● Assist in the development and assessment of district goals. ● Prepare and submit recommendations, reports, and information to the Board of Education. ● Conduct presentations to the Board of Education on topics related to curriculum and instruction, staffing, budget, and staff development. ● Assist in the development and implementation of Board policies and directives. ● Promote and maintain a positive school climate. Work effectively with students, staff, parents, and the community to establish and maintain a positive atmosphere within the district. 	30%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> Carry out duties and responsibilities as outlined by district policies and procedures. 	
Department Leadership: Technology	<ul style="list-style-type: none"> AI Coordinator Support the technology department. 	15%
Personnel & Department Management	<ul style="list-style-type: none"> Supervise and evaluate staff including staff in the office of curriculum and instruction, curriculum facilitators, the Director of Technology, and the executive director of teaching and learning. Provide ongoing, effective feedback to employees. Provide career counseling and development training opportunities to employees. Delegate authority and work responsibilities to provide the best opportunities for employees. Establish and manage budgetary needs of the curriculum and instruction programs, grants, and school improvement for the district. Oversee the curriculum and instruction department budget. Plan, coordinate, and evaluate committee meetings (e.g., curriculum review, professional development, educational equity, service learning, character education, MSIP standards and reports, strategic plan assignments, school improvement and achievement). 	15%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Multiple departments including
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Orienting or Onboarding, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:** Approximately \$2,000,000
- **Decision-making Authority:** Decisions impact the entire district

Qualifications

Required

- **Education:** Master's degree in educational administration from an accredited college or university
- **Previous Work-Related Experience:** Five or more years of experience in education required.
- **Licensure:** Missouri teaching and administrative certificate.
- Valid Missouri driver's license

Preferred

- Prior administration and supervisory experience preferred.

Knowledge & Skills

Knowledge

- **Basic:**
 - N/A
- **Intermediate:**
 - Administrative: Administrative and office procedures, functions and basic office tasks
 - Computers/IT: Electronic equipment, and computer hardware and software, including applications.
 - Human Resources: Principles and procedures for staff recruitment, selection, training, compensation and benefits, labor relations, and HR information systems.
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
 - Customer and personal service: Principles and processes for providing customer and personal services.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Expert:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Writing, Active learning, Active listening, Critical thinking, Learning strategies, Management of personnel resources, Time management, Coordination, Service orientation, Social perceptiveness, Judgment and decision making,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Mathematics, Monitoring, Management of financial resources, Management of material resources, Instructing, Negotiation, Persuasion, Complex problem solving, Systems analysis, Systems evaluation,
- **Occasionally (Up to 2.5 hours or 32% of the day):** Science,
- **Rarely (Less than 1 hour or 12% of the day):** N/A

Working Conditions

Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Finger Dexterity, Hearing,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking, Repetitive motion, Color Vision
- **Occasionally (Up to 2.5 hours or 32% of the day):** Carrying/Lifting,
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Balancing, Reaching,

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Sedentary work:* Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: 2024-03-04