

**Associate Superintendent for Student Learning****Duties and Authority**

The Associate Superintendent for Student Learning is second in command in the organizational structure and assumes leadership of the District office when the Superintendent is out of the office. The Associate Superintendent for Student Learning is responsible for programs, services, activities, and initiatives that directly impact the improvement of student learning. The Associate Superintendent for Student Learning provides leadership for curriculum design, development, and implementation across the District. The Associate Superintendent for Student Learning coordinates the collection, analysis, and dissemination of all forms of assessment data and makes reports to the Superintendent, Board of Education, and staff regarding that data. The Associate Superintendent for Student Learning prepares reports pertaining to student learning and data as required by the Board of Education, county, state, and federal agencies and coordinates non-special education grants that serve District students. The Associate Superintendent for Student Learning supports Human Resources by vetting all teacher hires and providing mentoring to all new administrative hires.

**Administrative Relationship**

The Associate Superintendent for Student Learning is employed by the Board of Education and reports to the Superintendent of Schools.

**Qualifications**

The Associate Superintendent for Student Learning must have a substantial academic and experiential background in the areas of curriculum, instruction, and organizational improvement. The Associate Superintendent for Student Learning shall at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the Educator Preparation and Licensure Board or Professional Educator License.

**Evaluation**

The Superintendent shall annually evaluate the Associate Superintendent for Student Learning and make employment and salary recommendations to the Board of Education.

**Compensation and Benefits**

The Board of Education and the Associate Superintendent for Student Learning shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Associate Superintendent for Student Learning. These recommendations will be presented to the Board no later than the June Board meeting.

**Terms of Employment**

The work year for the Associate Superintendent for Student Learning shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Associate Superintendent for Student Learning shall have vacation periods as approved by the Superintendent.

Adopted: 9/20/76

Revised: 6/28/83; 2/22/10; 10/17/11; 10/15/12; 07/18/16; 6/17/19

Reviewed: 03/05/21; 9/14/22