San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Assistant Superintendent of Academic Services	**Exemption Status:**	Exempt
Reports to:	Superintendent	**Pay Grade:**	09
Works with:	District Personnel	**Days:**	226
Dept. /School:	Administration	**Date Revised**	03/05/2020

Primary Purpose:

Direct and manage the district's curriculum and instruction department. Ensure that the development and delivery of the instructional program is effective and efficient; incorporates district goals; supports improved student achievement.

Prerequisites:

- Master's degree in education administration
- Professional Mid-Management Certificate; Administrator; or Principal Certificate
- Five years of administrative experience
- Three years of teaching experience; and
- Extensive knowledge of curriculum, instruction, and alignment of assessment.
- Superintendent Certificate

Special Knowledge/Skills:

- Extensive knowledge of curriculum, instruction, and the alignment of assessment
- Ability to interpret data and evaluate instructional programs and teaching effectiveness
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills
- Ten years of administrative experience with increasing levels of responsibilities at the campus and/or central office level

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of instructional programs that incorporate district goals and support student achievement.

2. Participate in the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that these are developed using effective collaborative processes and problem-solving techniques.

3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.

4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.

5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents and/or databases based on a systematic review and analysis.

6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student-learning needs.

7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).

8. Oversee staff development programs and provide effective activities that support instructional programs, incorporate input from teachers and principals, and that are consistent with the district's mission.

9. Participate in the implementation of the designated teacher appraisal system.

Policy, Reports, and Law

10. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in areas of curriculum and instruction.

11. Compile, maintain, and file all reports, records, and other documents as required.

Budget

12. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.

13. Supervise the efficient management of the related budgets of support programs.

Personnel Management

14. Prepare, review, and revise job descriptions in curriculum and instruction department, as needed.

15. Evaluate job performance of employees in this department and campus principals to ensure effectiveness.

16. Select, train, evaluate, and supervise departmental staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

17. Maintain a professional relationship and open communication with principals, teachers, staff, parents, Board members, and community members.

Community Relations

18. Articulate the district's mission, instructional philosophy, and curriculum strategies to the community and solicit its support in realizing district's mission.

19. Demonstrate awareness of district-community needs and initiate activities to meet those needs.

20. Use appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department.*

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____