Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Associate Superintendent of Curriculum and Instruction/Elementary and Secondary Services**

Qualifications:

Credentials: Administrator and Superintendent Certificates

Education: Master's degree in Education, Administration, or related field

Training/Experience Required: 5 years of school administration experience. Must have building Principal experience.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information; give/receive instructions and respond to inquiries. Includes completing forms.

The position requires knowledge of grammatical structure and vocabulary for preparing correspondence from rough draft through proofing of completed material. The individual must communicate in clear, grammatically correct English. In addition, he/she must compose correspondence; train and direct others and provide complex instructions; conduct interviews; use creativity and demonstrate the ability to make public speeches and presentations, as well as prepare complex letters and reports.

Data Recording/Record Keeping: The individual performs data recording/record keeping operations, determining which changes need to be made to existing records, including computerized records.

Mathematical Skills: The individual performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: The individual reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action. Must be able to manage complaints and communicate professionally with concerned parents and callers. Must use tact and diplomacy, independent judgment, and problem-solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

Job Goal (Purpose of Position): Serves as a member of the Superintendent's executive leadership team and provides leadership for curriculum, instruction, assessment, school improvement, professional learning, and school operations. Serves as the primary liaison between the Executive Director of Elementary Education, the Executive Director of Secondary Education, assigned curriculum personnel, instructional technology, and the Superintendent. Assists in policy development, strategic planning, personnel leadership, and implementation of district goals to improve student achievement and organizational effectiveness.

Performance Expectations:

A. Be customer-focused to resolve problems effectively.
B. Manage human resources and diversity while promoting productivity, efficiency, employee development, and resolution of complaints and grievances.
C. Manage resources with fiscal responsibility and accountability.
D. Manage information and communications effectively.
E. Conduct short- and long-range planning.
F. Demonstrate leadership, innovation, and initiative.
G. Collaborate with staff, administrators, and community leaders.
H. Contribute to continuous improvement of district programs and personal professional growth.

Essential Job Functions (Performance Responsibilities):

1. Provide leadership for curriculum, instruction, assessment, school improvement, and professional learning initiatives.

2. Assist in the development, implementation, interpretation, and enforcement of Board policies, administrative regulations, and district procedures.
3. Coordinate and support the district instructional program to ensure a balanced and effective educational experience.
4. Collaborate with principals, instructional leaders, and curriculum personnel to develop, implement, and revise curriculum and course guides.
5. Facilitate data-driven school and departmental improvement planning.
6. Support, coach, and supervise, assigned administrators.
7. Assist in recruitment, selection, placement, development, promotion, retention, and dismissal of certified and administrative personnel.
8. Promote and direct professional development opportunities for administrators and staff.
9. Serve as liaison between the Superintendent, departments, and community stakeholders.
10. Oversee the selection, procurement, implementation, and evaluation and fiscal management of instructional materials and textbooks.
11. Assist in development and monitoring of budgets and assigned resources.
12. Coordinate assigned state and federal programs, grants, and compliance requirements.
13. Ensure timely completion of reports, records, and other assignments delegated by the

Superintendent.
14. Report regularly to the Superintendent regarding district operations, instructional initiatives, personnel matters, and emerging issues.
15. Attend meetings and serve on committees as assigned.
16. Supervise personnel as assigned by the Superintendent.
17. Remain current on educational research, laws, regulations, and best practices.
18. Coordinate special district programs and initiatives as assigned.
19. Perform other duties as assigned by the Superintendent.

Supervision Exercised: An incumbent directly supervises the Executive Director (Elementary Education and Instruction), the Executive Director (Secondary Education and Instruction), and the Director of Instructional Technology, Academic Resource Content Specialists, and other personnel as designated by the Superintendent. Responsible for leadership development, evaluation, and performance management of assigned staff.

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences.

Terms of Employment:	Twelve-month year (255 days)
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with the provisions of Board policy

Approved 06/08/2026