RSU No. 5 Durham ~ Freeport ~ Pownal
ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION AND ASSESSMENT JOB DESCRIPTION

QUALIFICATIONS:
1. Master's degree or higher in Educational Administration, Educational Leadership or equivalent
2. Professional Certification (ME) Assistant Superintendent (015)
3. A minimum of five years successful experience in teaching and administration

REPORTS TO: Superintendent of Schools

JOB GOAL:
To assist the Superintendent in providing leadership in the District's efforts to achieve educational excellence for students.

PERFORMANCE RESPONSIBILITIES:
1. Facilitates the development and coordination of the K-12 curriculum and instructional program aligned with state standards.
2. Assures quality and coordination of K-12 Assessment System.
3. Supports administrators and teachers with the use of data to improve instruction and student achievement.
4. Oversees the ongoing development and implementation of multi-tiered systems of support (MTSS).
7. Oversees the mentor program designed to support new staff.
8. Oversees the credentialing of professional and paraprofessional staff.
9. Oversees the Performance Evaluation and Professional Growth (PEPG) system of teacher evaluation.
10. Collaborates with administrators to plan professional development and annual training.
11. Plans and executes the New Educator Induction Program annually.
12. Serves as district Affirmative Action Officer and Title IX Coordinator.
14. Serves as the District Assessment Coordinator for all state testing.
15. Assumes responsibility for state and federal grants and programs as directed by the Superintendent (ESEA Coordinator).
16. Ensures that Board policies are appropriately implemented at the local school level and facilitates the Board Policy Committee in the development and revision of policies.
17. Performs all duties of the Superintendent in their absence.
18. Performs other duties the Superintendent assigns.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures or concerns.
6. Observes Board and school policy.
7. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits will be determined by the RSU No. 5 Board of Directors

EVALUATION:
Evaluated annually by the Superintendent of Schools

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name: _____

Employee's Signature:_____ Date:_____

Original to Personnel File File Copy to Employee
Adopted: May 27, 2009
Revised: March 11, 2015, May 19, 2016, May 2019, January 2025, July 2026