

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 2015
ADMINISTRATION

ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

The Board of Trustees may create the Assistant Superintendent Curriculum/Instruction position, select a qualified individual for the position and fix the salary and term of office.

PREFERRED QUALIFICATIONS:

- (1) Master's Degree from an accredited institution.
- (2) Administrative Certification.
- (3) Broad experience in Curriculum and Instruction, Professional Development and School Improvement.

KNOWLEDGE, SKILLS AND ABILITIES:

Strong working knowledge of schools, school administration processes, curriculum and instruction, best instructional practices, current educational initiatives, change process theory, and school improvement processes. Additionally, a strong knowledge and experience in Nevada State Educational initiatives including Adequate Yearly Progress, Content Standards, SAGE School improvement process, state student achievement assessments, and laws pertaining thereto is preferred. The candidate must possess the ability to communicate effectively, both orally and in writing. Must possess positive interpersonal skills. Ability to organize, prioritize and delegate functions.

REPORTS TO:

Superintendent of Schools and Board of Trustees

PERFORMANCE RESPONSIBILITIES:

Duties and functions of the Assistant Superintendent Curriculum/Instruction, under the direct supervision of the Superintendent:

1. Supervise and coordinate curriculum planning and development.
2. Coordinate textbook selections in addition to instructional materials, supplies, and equipment.
3. Establish committees composed of teachers, administrators, parents and interested community members on a continuing basis to study, develop and revise curriculum, textbooks, and testing programs for adoption by the Board of Trustees.
4. Coordinate the study, evaluation, implementation and promotion of new and/or innovative programs.

5. Serve as Director of Certified Personnel.
6. Evaluation of district administrative personnel, as assigned by the Superintendent.
7. Serve as Director of Assessment, and Accountability.
8. Implement, supervise and evaluate professional development programs and activities that support the curriculum, programs and goals of the school district.
9. Supervise the instructional aspects of Special Programs of study: Special Education, English as a Second Language, Gifted and Talented Program, Occupational Education, Home School, Homebound School and others as directed.
10. Act as executive officer of the School District in the absence of the Superintendent.
11. Attend Board meetings.
12. Represent the school district in selected state and regional conferences and meetings.
13. Serve as mentor for new administrative staff.
14. Coordinate and promote the use of technology in curriculum and instruction.
15. Respond to other supervisory duties and requests as assigned by the superintendent.
16. Supervise and coordinate grade level department chairs and district department leaders.

EVALUATION:

Performance of his/her job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel and is conducted by the Superintendent of Schools.