

ASSISTANT SUPERINTENDENT-CURRICULUM AND INSTRUCTION

PRIMARY FUNCTION:

Under the direction of the Superintendent, responsible for the comprehensive programs and services that support the instructional program; provide decisive, district-wide administrative leadership through the use of effective communications skills, collaborative problem solving, motivation, innovation; organizational efficiency and accountability.

REPRESENTATIVE DUTIES:

- Responsible for planning and organizing all curricular and instructional programs within the district. **E**
- Provide leadership in staff development activities that ensure achievement of established district goals and objectives. **E**
- Provide district-wide leadership that promotes high expectations and standards for quality teaching and learning. **E**
- Provide oversight leadership in the following areas: assessment, special education, special projects, PAR, teacher evaluations, technology, Migrant Education, bilingual programs, alternative education, and all district categorical programs. **E**
- Provide educational leadership in the district schools, in the curriculum council, and in the educational community. **E**
- Provide leadership and focus for management on curricular and instructional issues. **E**
- Provide leadership in identifying instructional priorities for program development and improvement; develop strategies and training to support identified instructional priorities. **E**
- Provide pro-active leadership and present recommendations and alternatives to the Board through the Superintendent on curricular and instructional issues. **E**
- Coordinate the development and implementation of all assessment procedures, including but not limited to, STAR 9, Golden State, HSEE, and Advanced Placement. **E**
- Provide leadership in developing and implementing district-wide goals and objectives. **E**
- Develop and implement the following budgets to directly support and promote achievement of established district-wide goals and objectives: staff development, district Title I, district SIP, and district curriculum and instruction. **E**
- Provide oversight management of the following budgets, including but not limited to, all district categorical programs, PAR, Special Education, Alternative Education, and technology. **E**
- Ensure district and site compliance with state and federal requirements as it relates to curriculum and instruction.
- Administer the development, implementation and evaluation of District staff development programs. **E**
- Serve as liaison between the District and its educational partners. **E**
- Prepare and present reports relating to educational programs and progress. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.

Public education system, county and community resources and agencies.

State frameworks.

Current research and trends in curriculum.

Principles and practices of administration, supervision and training.

Second language learner curriculum and instruction.
Effective staff development programs.
Instructional methodologies and strategies.
Assessment instruments.
Grant writing process
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:

Plan and organize general curriculum and instruction, staff development, program evaluation and other areas as assigned by the Superintendent.
Implement collaborative and team building processes.
Plan and implement staff development programs.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Train, supervise and evaluate personnel.
Motivate staff to implement planned changes.
Develop, implement and evaluate instructional strategies.
Coordinate a variety of schedules.
Meet schedules and time lines for staff responsible to Assistant Superintendent.
Work independently with little direction.
Plan and organize work.
Exchange information and make presentations.

EDUCATION AND EXPERIENCE:

Valid Secondary teaching Credential
Valid Administrative Credential
Master's degree (or higher)
Minimum 5 years successful teaching experience in a public secondary school
Minimum 5 years successful administrative experience in a public secondary school district

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

SMJUHSD
Mgmt
10/25/01