

***Superintendent of School Improvement and Certificated Personnel, Assistant
School District Job Description***

Position Title: Assistant Superintendent of School Improvement and Certificated Personnel
Department: Central Office
Reports to: Superintendent of Schools

SUMMARY:

Carries out supervisory responsibilities dealing with curriculum and instruction, human resources, assessment, employee insurance, Missouri School Improvement process, and Federal programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Curriculum and Instruction

- Oversees the District Summer School Program.
- Oversees Technology within the District.
- Provides leadership in planning and conducting curriculum development efforts, including curriculum writing and textbook selection.
- Serves on district Instructional Coordinating Council.
- Oversees the development and implementation of instructional programs.
- Oversees professional development activities for the District, assuring that staff development programs address the academic needs of the students.
- Serves as adjunct member of the district Professional Development Committee.
- Serves as District contact for the Career Ladder Program.

Human Resources

- Facilitator of the District Calendar Committee.
- Recruits, screens and recommends the employment of prospective certificated applicants.
- Coordinates employee performance evaluation program.
- Assures that instructional staff members are properly certificated.
- Supervises and evaluates the work of building principals and district directors.
- Monitors personnel policies and record keeping.
- Administers the district's grievance procedure.
- Serves as district representative to hear sexual harassment or Title IX complaints.

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- Facilitator of the District Wellness Program.
- Facilitate new staff orientation and back to school meetings / convocation.

Testing and Assessment

- Assists in the formation of a philosophy and objectives for the District's assessment program.
- Prepares and administers the budget pertaining to assessment, evaluation and special projects.
- Coordinates all formal efforts of the professional staff in projects of assessment and evaluation.
- Provides leadership to ensure understanding of test data as it relates to improved student performance. (Particularly the Annual Performance Report and Adequate Yearly Plan)
- Assumes responsibility for reviewing, evaluating, and reporting results of district-wide testing programs, and for other evaluative measures used by the schools.

Insurance

- Serves on district Insurance Committee.

Missouri School Improvement Program

- Coordinates and monitors the district school improvement process.
- Facilitates the development and implementation of the Comprehensive School Improvement Plan along with individualized Building Improvement Plan.
- Oversees and monitors Core Data

Federal Programs

- Monitors the implementation of all programs subsidized through federal funds, including Title I, Title IIA, Title IIB, Title IV, Title V and Gifted.
- Prepares the annual federal grants application and final expenditure report.

SUPERVISORY RESPONSIBILITIES:

Manages and supervises five building principals, Director of Technology, Activities Director and Special Services Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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EDUCATION and/or EXPERIENCE:

A Specialist Degree in Education, with a Doctorate preferred.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

TERMS OF EMPLOYMENT:

Twelve-month employee. Salary to be established by the Board of Education.



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Date _____