

**Policy GFAAAA: Job Description: Assistant Superintendent of Curriculum & Instruction**

**Status: DRAFT**

**Original Adopted Date:** 10/17/2022 | **Last Reviewed Date:** 10/20/2022

**QUALIFICATIONS:**

- A Master's Degree
- AA License in Educational Administration
- Two years teaching experience and five years' experience as an administrator
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Ability to lift and/or carry up to 25 pounds as needed

**REPORTS TO:**

Superintendent of Schools

**SCOPE OF RESPONSIBILITY:**

The Assistant Superintendent will function as an overseer of his or her assigned attendance center(s), will serve as an instructional leader of the district, and will be responsible for serving as the primary evaluator of all attendance center administrators. He or she will work collaboratively with the Director of Curriculum and Central Office Administration and his/her team to ensure that academic goals are met, and best practices are implemented throughout all elementary schools. Overall, he or she will ensure the district/school educational and athletic objectives are aligned to state frameworks and to instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all areas.

**PERSONNEL REPORTING TO THIS POSITION:**

Directly/Indirectly:

- Building Principals
- Other School Leaders
- Attendance Center Staff
- Teachers
- School-Level Staff

**AREAS OF RESPONSIBILITY:**

- Instructional program
- Supervision and evaluation
- Budgeting and purchasing
- Administration of activity funds
- Public Relations
- Student Welfare
- Students

**JOB GOAL:**

- To assist the Superintendent in carrying out the duties and responsibilities of the Superintendent's office to the ultimate benefit of the district's entire educational program.
- To implement and administer all educational activities and all related and supporting activities of the Attendance Center
- To increase student achievement consistent with the challenging State academic standards;
- To improve the quality and effectiveness of teachers, principals, and other school leaders;
- To increase the number of teachers, principals, and other school leaders who are effective in improving

- student academic achievement in schools; and
- To provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

#### **DUTIES AND RESPONSIBILITIES:**

##### **(Attendance Center Duties/Responsibilities)**

1. Serves as acting Superintendent in the absence of him or her, only when designated by the Superintendent.
2. Serves as chairperson of the Superintendent's staff for planning, formulating, and recommending policies and procedures for the school district.
3. Aids the Superintendent, Business Manager, and the Board of Education in financial planning and budgeting.
4. Advises and assists in obtaining state and federal funds.
5. Approves all fund-raising activities and limits these activities to those that have recognized educational value.
6. Oversees the securing of quotes for items to be purchased as per the state and district purchasing regulations.
7. Consults with the Superintendent during inclement weather as to the possibility of closing school.
8. Provides the opportunity for and approves the organization and plans of all students' studies and activities.
9. Approves the recommendation of all attendance center instructional personnel and interviews when necessary.
10. Visits and observes all school operations within the assigned attendance center(s) and reports to the Superintendent.
11. Approves the attendance center overtime.
12. Establishes and maintains a close working relationship with the community through the P.T.A., P.T.O., and other appropriate methods.
13. Cooperates with other schools in the area by visiting and receiving visitors.
14. Supervises all personnel reporting to this position, both directly and indirectly, in accordance with district policy and legal guidelines and conducts annual evaluations.

##### **(Instructional Duties/Responsibilities)**

1. Responsible for improving the quality and effectiveness of elementary teachers, principals and other school leaders by providing high-quality mentoring and coaching and principal leader training.
2. Coordinates the assignment of teacher units within the attendance for academic and financial reasons.
3. Coordinates the accreditation process within the attendance center with the Director of Curriculum and Central Office Administration.
4. Assists pupils, parents, and teachers with academic, emotional, and disciplinary problems.
5. Provides district oversight of recruitment and retention initiatives.
6. Prepares the agenda and provides guidance for regularly scheduled building level administrative staff meetings and serves as the chair for such meetings.
7. Ensures that all principals and other school leaders have the instructional leadership skills to develop teacher pedagogical competencies and to help students meet all of the challenging state academic standards.
8. Represents the school district at meetings when specifically designated by the Superintendent.
9. Disseminates information concerning appropriate new educational materials.
10. Prepares reports, in conjunction with the Director of Curriculum and Central Office Administration, for the Superintendent and/or Board on a regular basis on the overall quality of data-driven instruction within the assigned attendance center(s).
11. Evaluates all principal leaders and ensures that all principals complete personnel evaluations on all staff under their supervision.
12. Remains familiar with all new accreditation requirements of the Mississippi Department of Education.
13. Advises the Superintendent on all matters related to instruction and the professional development of all personnel.
14. Makes policy recommendations as needed to improve all instruction.
15. Participates in the development of the district's strategic plan.
16. Establishes and maintains effective communications between the district and all elementary schools throughout Jackson County School district.
17. Coordinates elementary instruction and makes sure that the Mississippi Curriculum Frameworks are being implemented in the schools in the district.
18. Oversees principals and teachers in accessing information relating to the skills assessed through the state testing program and in finding appropriate instructional resources to enhance instruction in those skill areas.
19. Oversees the coordination of professional development for school principals and teachers, ensuring that all

state requirements regarding professional development are met.

- 20. Works with school level administrators, teachers, and professional development coordinators to design and implement an effective, comprehensive program of professional development that facilitates improvement and growth among the professional staff.
- 21. Assists in the development of budgets including staffing needs, instructional materials and resources, and provision for the activities of the district.
- 22. Displays a significant leadership role in fostering professional growth and the building of staff morale throughout the district.
- 23. Assumes all other duties and responsibilities assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

To be employed 232 days per year. Salary and work year to be established by Board policy GGA. **A portion of this salary will be federally-funded.**

**EVALUATION:**

Performance in this position will be evaluated by the Superintendent annually in accordance with the provisions of the Board's policies on evaluation.

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