

Center Cass School District #66

Position Description

POSITION:	Assistant Superintendent for Learning
REPORTS TO:	Superintendent
SUPERVISES:	Provides supervision, leadership, development, direction, and support to all employees in conjunction with Building and District Administration in all aspects of learning including curriculum, assessment, strategies, systems, feedback, reporting, resources, technology, communications, structures, programming, and pedagogy.
TERMS OF EMPLOYMENT:	12 Month (See Contract)
SALARY	Will be determined by the Board of Education.
EVALUATION	Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation.

SKILLS, KNOWLEDGE, QUALIFICATIONS, & EXPERIENCE:

Must have a valid teaching license, master's degree in school administration, four years teaching and/or school administrative experience, superintendents endorsement, or such alternatives to the prior that the Board may find appropriate and acceptable. The ability to develop others, communicate and work well with parents, students, teachers, staff, and other school and district administrators is essential.

PRIMARY FUNCTION:

Provide leadership to assure a viable curriculum in each classroom; clear, understandable, and demonstrable student learning outcomes (competencies); success criteria for learning outcomes (competencies), quality practices that inspire, engage, and empower the student to learn; assessments that measure and inform learning; quality and timely feedback to improve or extend learning; and skills that help a student learn that are relevant to the student's world. The learning environment will reflect a growth mindset, instructional risk taking, and thinking (critical, creative, transcendent, reflective, etc) to develop each student's skills, comprehensive intellect, and potential, in an effort to build the foundation necessary for current and future success at school, career, and life.

TYPICAL DUTIES:

1. Serve as the leader of pedagogy, andragogy, learner characteristics, curriculum, essential skills, instruction, assessment of learning, assessment for learning, culture, and future ready skills of the District. The primary responsibility of the Assistant Superintendent for Learning is to ensure student learning, student growth, student goal attainment, and the development of student skills. It is also the responsibility of the Assistant Superintendent for Learning to ensure instructional and curricular improvements within the school, monitor student achievement, and foster staff development activities for each staff member.

2. Provide leadership in the absence of the Superintendent.
3. Assist the Superintendent with all personnel and public relations issues related to learning.
4. Serve as a contributing and responsible member of the district administrative team.
5. In conjunction with the staff, provide for the health, safety and welfare of the students.
6. Work directly with the Superintendent and district administration to direct the educational program within the school and communicate changing needs.
7. Build a bridge between all 3 schools in District and Feeder High Schools for transition of 8th grade students.
8. Ensure Junior High students have completed self-inventories, college/career exploration, and have completed prior coursework to select appropriate pathways upon exiting 8th grade (this involves backward mapping of curriculum and course beginning with early childhood).
9. Build a parent education program that informs Junior High students on Advanced Placement Courses (AP), Dual or Concurrent Credit Courses, ACT-PSAT Scores, Gifted Programs, Supplemental or Extra-Curricular Programs, Career and Vocational Tech, and other important pre-high school topics.
10. Build curricular connections with the local business and units of government, and encourage partnerships for community service, learning, and building of career skills.
11. Assist teachers with competency based education and the alignment of quality assessments/rubrics to the skills necessary for student's success in college, career, and life.
12. Oversee and advance all aspects of data collection, analysis, and reporting.
13. Oversee and advance all aspects of instructional technology to improve student achievement, classroom practice, and employee teaching and learning.
14. Oversee and advance all aspects of professional development for goal attainment.
15. Oversee and advance all aspects of the Gifted Program.
16. Oversee and advance the use and development of Instructional Coaches.
17. Partner with Administration to develop, monitor, & grow effective employee evaluation systems.
18. Assist, develop, grow, inspire, teach, and partner to improve the effectiveness of each teacher.
19. Provide feedback to Administrators when asked.
20. Partner with Administration in recruitment, hiring, development, and remediation of personnel involved in teaching and learning. Ensure that all teachers and paraprofessionals are qualified for assigned areas of instruction. Communicate any teaching changes with all teachers involved.

21. Partner with Administration to provide learning opportunities inside and outside the school, and develop and oversee a system for field trips.
22. Participate in collective bargaining and oversee sections of the contract that pertain to learning and development, including Professional Development Point Systems.
23. Lead out cycles of review in each content area to ensure that competencies, assessment, instruction, results, and development are relevant and aligned to District and State goals.
24. Partner with Administration to provide learning opportunities for students that are relevant and aligned to District 99, as well as Course Guides and Master Schedules that allow for those learning opportunities.
25. Partner with Administration to order all curricular and instructional materials/tools for the learning environment.
26. Partner with Administration to order all assessment materials for local, state, and national assessments, including accommodations.
27. Partner with Administration to ensure learning needs are met both inside and outside the classroom, in the areas of Technology, Transportation, Special Education, and Transition Services.
28. Assist in the development and implementation of the District Strategic Plan. Partner with the Administration to establish district and building goals that reflect the educational philosophy of the district.
29. Assist in the writing of grants, completion of audits, and reporting of information back to state and federal entities.
30. Develop and maintain open communication systems with students, parents, staff and other interested publics, especially in the area of best practices, learning, assessment, and high school readiness, including understanding of curriculum, assessments, competencies, and feedback.
31. Serve as Non Discrimination Coordinator, Harassment Officer, Title IX Coordinator, or other duties of a District level Administrator.
32. Partner with the Assistant Superintendent for Services on IEPs, 504s, Equity, Summer School, Multi-Lingual Education, and other Systems of Support.
33. Presents to the School Board and Community.
34. Perform all other duties necessary to the position and such other duties as may be assigned by the Superintendent.