

# ASST. SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

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**Reports To:** Superintendent

**Dept / Campus:** Administration

**Pay Grade:** P-604

**Board Approval:** May 2026

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## **PRIMARY PURPOSE / FUNCTION:**

To provide leadership and direction for grades (PK-12) instructional program of the District, including all efforts to improve student performance.

## **QUALIFICATIONS:**

### **Education/Certification:**

Master's degree from an accredited college or university  
Prefer Texas mid-management or other appropriate Texas Certificate

### **Special Knowledge/Skills:**

Thorough knowledge of curriculum and instruction  
Ability to evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Strong organizational, communication, and interpersonal skills  
Patient and calm demeanor with students and others

### **Experience:**

Three years teaching experience  
Prior experience working with special programs preferred  
Prior experience in an administrative role preferred

## **MAJOR RESPONSIBILITIES AND DUTIES:**

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|-----------------------------|---|
| Instructional<br>Management | <ol style="list-style-type: none"><li>1. Direct instructional and curriculum services to meet students' needs for grades PK-12.</li><li>2. Facilitate the instructional team (instructional facilitators and assistant principals for instruction) for secondary grades (PK-12).</li><li>3. Facilitate the alignment and development of grades (PK-12) curriculum based upon continuing systematic review and analysis.</li><li>4. Collaborate with instructional staff in evaluating and selecting</li></ol> |
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**Asst. Supt. for Curriculum, and Instruction cont.**

instructional materials to meet student learning needs.

5. Serve as District's testing coordinator and facilitate testing.
6. Facilitate the implementation response to intervention programs.
7. Ensure that student progress is evaluated on a regular, systematic basis, and the findings are used to make all programs more effective.
8. Facilitate the submission of all instruction waivers to the Texas Education Agency in specified areas.
9. Serve as a liaison between instructional services and technology on instructional technology issues.
10. Facilitate and coordinate the following programs for grades PK-12:
  - ESL/Bilingual Education/Dual Language programs
  - Counseling programs
  - Career and Technology grant program
  - Advanced Academics
  - One-to-One Technology Initiative
  - Early College Academy/Dual Credit Program
  - Truancy Program
  - Grants for HQIM
  - Gifted and Talented
  - Success Academy
  - Virtual Online Academy

**Organizational Climate**

11. Provide leadership and direction in the systemic connection of curriculum instruction, and collaboration among and between campuses.
12. Plan, implement, and evaluate instructional programs with teachers, and principals, including learning objectives, instructional strategies, and assessment techniques.
13. Promote a positive, caring climate for learning.
14. Deal sensitively and fairly with persons from diverse cultural backgrounds.

**Organizational Improvement**

15. Facilitate and monitor all District efforts to improve student performance.
16. Provide data analysis for testing results.
17. Provide continuous monitoring of the Texas Academic Performance Report (TAPR) results and accountability ratings.

**Asst. Supt. for Curriculum, and Instruction cont.**

18. Facilitate staff development in non-special program areas.
19. Monitor and assist campus principals in the implementation of effective staff development programs in non-special program areas.
20. Apply research and district evaluation data to improve the content, sequence, and outcome of the teaching-learning process in non-special program areas.
21. Employ effective interpersonal skills.
22. Assess and respond to needs related to job responsibilities.
23. Contribute to the recommendation of sound policies directed toward improvement of instructional practices.
- Personnel Management 24. Evaluate job performance of employees to ensure effectiveness.
25. Assist the Asst. Supt. of Personnel & Administration in implementation of the new teacher induction and mentor programs.
26. Assist in the identification and projection of personnel needs.
- Administrative and Fiscal/Facilities Management 27. Ensure that programs are cost effective and funds are managed prudently.
28. Maintain fiscal responsibility and compile budgets and cost estimates based upon documented program needs for programs under supervision.
29. Compile, maintain, and file all reports, records, and other documents required.
30. Implement the policies established by federal and state law, State Board of Education rule, and the local board policy.
- Student Management 31. Demonstrate/Model support for the district's student management policies and expected student behavior related to instructional programs.
32. Monitor secondary discipline and classroom management efforts.
33. Establish and maintain open lines of communication by conducting conferences with parents, students, and teachers concerning vital issues.
- Professional Growth and Development 34. Develop professional skills appropriate to job assignments.
35. Demonstrate behavior that is professional, ethical, and responsible.
- School/Community 36. Articulate the district's mission to the community and solicit its support in realizing the mission.

**Asst. Supt. for Curriculum, and Instruction cont.**

Relations

- 37. Use appropriate and effective techniques for community and parent involvement.
- 38. Serve as a T-Tess evaluator in the Teacher Appraisal System.
- 39. Any other duties as assigned by the superintendent.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of assigned personnel and programs.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written)  
Interpret policy, procedures, and data  
Maintain emotional control under stress  
Ability to manage others in a non-coercive manner

**Physical Demands:**

Frequent district-wide and statewide travel  
Occasional prolonged and irregular hours  
Ability to lift and carry 50 lb.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date