

JOB TITLE
ASSISTANT SUPERINTENDENT
FOR ACADEMIC ACHIEVEMENT K-12

DIVISION
ACADEMIC SERVICES

REPORTS TO
CHIEF ACADEMIC OFFICER

SALARY SCHEDULE & GRADE
IV, GRADE 16

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 7, 2011

SCOPE OF RESPONSIBILITIES

Provides leadership for planning and developing the District's instructional programs supervising approximately 25 schools. Collaborates instructional program leadership for the district with all assistant superintendents. Responsible for representing the best interests of the K-12 school programs. Provides direct supervision of school principals. Serves as the link between the assigned schools and other District programs, services and the community.

PERFORMANCE RESPONSIBILITIES

1. Collaborates with other Assistant Superintendents in matters relating to K-12 instructional program development and the use of assessment data for the improvement of instruction.
2. Supports the implementation of the Kentucky Core Academic Standards and student assessment within the Kentucky Core Content Test (KCCT) within assigned schools.
3. Creates and maintains instructional evaluation procedures to quantify instructional staff performance; provides direction for measured improvement of instructional practices, student achievement, and certificated teacher leadership.
4. Creates cross-content and cross-grade communication and integration systems to improve educational services, instructional programs, and organizational accountability for improved student achievement.
5. Supervises the development of systematic approaches to improving student achievement through observation, assessment, and precedent; monitors recent research and development in the areas of instructional and educational support.
6. Prepares and delivers presentation on instructional academic accountability and progress to the Board of Education, the Superintendent of Schools, and other stakeholder groups.
7. Confers with the Chief Academic Officer regarding the selection, assignment and transfer of principals, staff members, and other administrative personnel.
8. Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment.
9. Monitors and oversees the performance appraisal process for designated area of supervision including evaluation of principals and teachers.
10. Advises and assists principals in developing and evaluating programs addressing attendance, suspensions, and discipline, as well as resolving instructional issues.
11. Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs.
12. Performs other duties as assigned by the Chief Academic Officer.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Master's Degree with Kentucky Certification for Superintendent
2. Five (5) years successful administrative experience
3. Ten (10) years of successful public school service in certificated position(s)
4. Three (3) years successful experience as a teacher
5. Ability to articulate vision of best practice for instructional programs
6. Understanding of systems management
7. Demonstrated leadership ability within diverse groups

DESIRABLE QUALIFICATIONS

1. Ten (10) years experience as a school principal
2. Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
3. Advanced preparation or doctorate