

JOB TITLE  
ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND INSTRUCTION

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 curriculum, instructional, and evaluation programs. Collaborates with instructional program leadership and is responsible for representing the best interests of the K-12 school programs. Provides direct supervision of staff responsible for curriculum and instructional development. Provides leadership to the District in complying with federal and state laws and regulations

PERFORMANCE RESPONSIBILITIES

1. Administers the development, monitoring, and updating of a comprehensive plan for design and delivery of curriculum and assessment for K-12 content.
2. Responsible for the design and development of a written curriculum and pacing guides for all K-12 content including tools aligned to assist the classroom teacher with the design of lessons to deliver the written curriculum.
3. Ensures that textbooks and resources are aligned with the written curriculum.
4. Responsible for the development and implementation of a District Instructional Model including Characteristics of Highly Effective Teaching and Learning (CHETL) principles.
5. Directs district-wide capacity through professional development and training.
6. 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.
7. 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.
8. Confers with the Chief Academic Officer regarding the selection, assignment and transfer of staff members and other administrative personnel.
9. Monitors and oversees the performance appraisal process for designated area of supervision.
10. Develops the operating budget for the department and assures that all functions operate within the appropriated allotment.
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 a 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