

USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: ASSISTANT SUPERINTENDENT OF LEARNING AND INSTRUCTION

REPORTS TO: Superintendent

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY:

The Assistant Superintendent of Learning and Instruction is responsible for student learning through the coordination of the district's curriculum, instruction, and assessment, professional development, school improvement and accreditation (QPA/AYP), licensed personnel (screening, interviewing, employment), mentorship, state and federal programs, infusion of 21st century skills, district technology program, administration of grants, and other responsibilities commensurate with experience/expertise.

QUALIFICATIONS:

Masters degree in subject area, curriculum/instruction, or administration required. District Leadership licensing with an emphasis in Curriculum and Instruction is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of and experience with professional learning.
2. Knowledge of teaching performance standards.
3. Knowledge of adult learning theory.
4. Knowledge of effective instructional practices.
5. Knowledge of curriculum standards.
6. Ability to tackle data analysis.
7. Ability to integrate technology.
8. Is a master teacher
9. Is a change agent
10. Is a continuous learner
11. Is an effective communicator
12. Is optimistic and enthusiastic
13. Is confident and decisive
14. Encourages all learners to take risks
15. Mentors and coaches all educators
16. Respects confidentiality

PERFORMANCE RESPONSIBILITIES:

1. Promotes the growth and permanency of the Professional Learning Community
2. Coordinates the planning and work of the curriculum teams and task forces to revise, plan, and monitor the curriculum and instruction program, including assessments, in the district
3. Chairs the District Learning Team (DLT), moving the district forward and promoting student learning
4. Coordinates the implementation of intervention strategies throughout the district
5. Coordinates the work of the Professional Development Council to plan and deliver professional development that supports effective teaching and learning and the school improvement process
6. Provides leadership for the building school improvement process
7. Collaborates with the District Integration Technology Specialist (DITS) for the infusion of educational technology into the teaching/learning process
8. Coordinates the district's state and federal programs
9. Develops, organizes and monitors the district mentoring program for 1st and 2nd year teachers

10. Other duties

- Meets with and supports the library media specialists
- Arranges and coordinates the orientation of substitute teachers
- Supervises and evaluates principals in collaboration with the superintendent
- Supervises and evaluates the District Technology Specialist and Powerschool Administrator
- Coordinates and organizes All-Staff Orientation day, Staff Appreciation days, and the New Teacher Dinner
- Oversees directly or through delegation, the enrollment process.
- Carries out other duties as assigned by the superintendent
- Maintains records of certified employee evaluations and sends out memos to supervisors notifying them of evaluation due dates to ensure that employees are working effectively and cooperatively within their work environment.
- Collects documentation and maintains 504 Plan Notebooks.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. May require extended periods of sitting and/or standing
3. Must be able to drive and be willing to spend time away from the community attending meetings
4. Requires regular attendance and physical presence at the job.

APPROVED: 8/8/16