

GORHAM SCHOOL DEPARTMENT

TITLE: Assistant Superintendent for Instruction

QUALIFICATIONS:

1. Maine Department of Education certification as Assistant Superintendent (#15)
2. Demonstrated leadership in education
3. Knowledge of all pertinent legal requirements at both the State and Federal levels

REPORTS TO: Superintendent of Schools

JOB GOAL: To ensure the provision of appropriate educational programming and services for students.

RESPONSIBILITIES:

1. Facilitates, develops and coordinates the district's K-12 curriculum, including proficiency-based work, Common Core, state and local assessments and professional development.
2. Oversees the instructional programming for English Language Learners, Gifted and Talented, NCLB (Title I & II) and Response to Intervention.
3. In coordination with appropriate members of the District's leadership team, supervises the K-12 Literacy and Numeracy Coordinators, English Language Learner teachers, Gifted and Talented coordinator and Instructional Strategists.
4. Oversees the writing, submission and maintenance of federal grants, including NCLB.
5. Oversees the completion and maintenance of all appropriate records and reports – local, state and federal
6. Works collaboratively with other members of the District's leadership team, central office, and other administrative staff.
7. Assumes an active role as a member of the District's leadership team, providing input to district-wide decision making.
8. Keeps abreast of educational changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
9. Perform such other tasks as may be assigned by the Superintendent.

WORK YEAR: Ten-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation – *Evaluation of Administrators*.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

May 29, 2014