

TITLE: Assistant Superintendent – Teaching & Learning

QUALIFICATIONS: Valid Kentucky Teaching Certificate or Supervisor Certificate, demonstrated experience in curriculum development, ability to inspire growth in district curriculum and instruction programs

REPORTS TO: Superintendent

JOB GOAL: Direct planning, development, implementation, management, evaluation and improvement of the district's curriculum, assessment, professional development and performance assessment programs.

PERFORMANCE RESPONSIBILITIES:

Provides leadership in the formulation of philosophy, goals and objectives for the instruction program.

Keep abreast of developments in curriculum and instruction and furnishes leadership in determining their appropriateness for inclusion in the district educational program.

Serves as assessment coordinator for the district.

Serves as professional development coordinator, guiding the development, implementation and evaluation of pre-service and in-service training programs for professional personnel, including the tracking of leadership hours and educational study seminar program of new staff.

Coordinates the development and implementation of the performance assessment program.

Assists with the identification, recruitment and orientation of certified staff members.

Supervises alignment and monitoring of all support programs that connect with the instructional programs in the district, including Extended School Services and Summer Enrichment.

Supervises the process for curricular modification and facilitates communication, interpretation and implementation of the approved curriculum.

Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional and national levels.

Assists with development, coordination and implementation of Consolidated Planning efforts within the district.

Supervises coordination of processes for textbook and instructional resources and materials selection.

Administers selected state and federal programs as directed by the Superintendent.

Monitors the accreditation process for all schools through the Southern Association of Colleges and Schools.

Coordinates the district communication and public relations program.

Oversees implementation of the district technology program.

Oversees completion of the professional staff reporting program and teacher certification process.

Performs other duties consistent with the position as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Normal contract year shall begin on July 1 and end on June 30, with a 230-day contract calendar.

EVALUATION:

Performance of this job will be evaluated by the Superintendent, in accordance with provisions of the Board's policy on evaluation of professional personnel.