



<b>Job Title:</b>	Associate Superintendent of Curriculum and Instruction	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Superintendent	<b>Pay Grade:</b>	Administrative Pay Grade 10
<b>Dept. /School:</b>	Administration Building	<b>Date Revised:</b>	04/26/2011

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**Primary Purpose:**

Direct, plan, evaluate and provide leadership for the overall instructional programs of the District. Provide leadership of campus operations related to instruction and accountability. Responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum and staff development.

**Qualifications:**

**Education/Certification:**

Master's degree in education or educational administration  
Valid Texas Administrators Certificate

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction at all levels  
Ability to plan effectively, organize, implement, and evaluate plans  
Ability to formulate ideas and communicate effectively  
Strong communication, public relations, and interpersonal skills  
Excellent skill in conflict resolution

**Experience:**

Five years experience as a classroom teacher  
Three to five years experience in instructional leadership roles

**Major Responsibilities and Duties:**

**Instructional and Program Management:**

1. Assist the Superintendent in planning, coordinating, implementing and evaluating the instructional program(s) of the School District.
2. Apply research and district studies to improve the content, sequence, and outcomes of the teaching-learning process.
3. Assign responsibilities, delegate specific tasks, and evaluate the performance of personnel in the instructional department.
4. Provide for periodic assessment and review of all curriculum and instructional materials to determine relevance to students' needs and interest.
5. Motivate and encourage principals and other staff to implement innovative instruction strategies and programs.

6. Provide leadership in policy development related to curriculum, instruction, and campus operations.

**School Organizational Improvement:**

7. Monitor the implementation and progress of the instructional programs by working with principals and appropriate staff.
8. Provide effective communication with staff, media, community, and the Board of Trustees.
9. Utilize collaborative decision making with instruction staff and campus staff.
10. Contribute to the attainment of an exemplary school district as the leader of the instructional management team.
11. Analyze testing programs, disaggregate test data, and assess the effective use of test data by administrators and teachers.

**Personnel Management:**

12. Assist in the assessment of the instructional effectiveness of instructional personnel as needed.
13. Act as a District level hearing officer as part of the grievance process as needed.
14. Lead and coordinate the functions of the Department of Instruction.
15. Assist in the development of appraisal procedures for teachers, administrators, paraprofessionals, and other staff members.
16. Provide leadership of staff development and training programs for all staff members including current and prospective administrators.
17. Consider administrative staff needs; assist in screening and selecting personnel for various instructional leadership positions.

**Administration and Fiscal/Facilities Management:**

18. Define program needs that should be addressed through facility and budget planning.
19. Develop and monitor the annual budget for the Department of Instruction.
20. Analyze facility and equipment needs and formulate plans to provide other alternative opportunities for students.
21. Assist with campus budget development to ensure that resources are properly aligned with District and campus needs.

**Student Management:**

22. Review the Discipline Management Plan annually and lead a collaborative process to recommend revisions.
23. Monitor the Discipline Management Plan to ensure that it is consistently and fairly administered.
24. Evaluate and provide for revisions in criteria used to place students in courses and/or special programs as needed.
25. Ensure that appropriate support services are made available to students.
26. Supervise grading policies/procedures; provide for fairness and consistency, both district wide and at the campus level.
27. Provide for appropriate planning to enable smooth transitions between schools elementary to intermediate, intermediate to middle)
28. Act as officer of appeals from directors of elementary and secondary education.

**School/Community Relations:**

29. Meet with community groups on instructional matters.
30. Work with various community committees regarding instructional and curriculum matters.
31. Represent the school district at community meetings and functions as appropriate.

**Professional Growth and Development:**

32. Review and monitor educational research and current trends on education.
33. Coordinate training and professional development opportunities available to staff.
34. Participate in professional associations related to instruction.
35. Maintain dialogue with administrators from other school districts to share ideas and information.

**Supervisory Responsibilities:**

36. Supervise personnel in the instructional department.
37. Evaluate personnel in the instructional department.
38. Assist in the evaluation of principals.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*

**Working Conditions:****Mental Demands:**

Ability to communicate articulately (written and verbal), respond to emergency situations, conduct research and obtain accurate information, make decisions quickly, and maintain composure when dealing with stressful situations.

**Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district-wide and statewide travel. Extended work hours during evening or on weekends

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