



## Columbia County School District Job Description

<b>Position Title:</b> Assistant Superintendent of Student Learning		
<b>Department:</b> Instructional Leadership	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Associate Superintendent in accordance with Policy GBI-Evaluation of Personnel	
<b>Pay Grade:</b> Administrative Salary Scale, Grade C	<b>Pay Type:</b> Salaried - Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days		
<b>Reports to:</b> Associate Superintendent for Student Learning		

### MINIMUM QUALIFICATIONS

Hold an Education Specialist degree or higher in Administration and Supervision or Educational Leadership. Hold a Georgia L6 certificate or higher in Educational Leadership. Minimum of five years experience in administration or curriculum development at the system or local school level. Five years of successful experience in teaching. Previous experience as principal and supervisory experience at the building or central office level required.

### GOAL

This administrative position includes, but is not limited to, several major responsibilities: to provide leadership and supervision in long and short-range planning; to coordinate all aspects of school improvement through research, development, and evaluation; to coordinate all aspects of curricular and instructional activities; to monitor the planning for and implementation of instructional technology; to coordinate a comprehensive professional learning program; and to ensure that all programs are conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as any other state and federal statutes.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Helps to supervise and evaluate building principals and the directors of student learning.
- Provides administrators annual training and ongoing support for the teacher and leadership evaluation programs.
- Establishes a mentor program for administrators that includes one-on-one support for all new administrators.
- Serves as the gifted coordinator and works directly with schools to monitor delivery models and FTE funding.
- Provides annual updates on FTE planning to all administrators so that funding is maximized in all programs.
- Assists with the planning and implementation of the Strategic Waivers School System (formerly known as IE2).
- Oversees system and school improvement planning.
- Assists the testing department in providing schools with reports that serve to monitor and achieve school improvement goals.
- Leads and manages the entire professional learning program for the system.
- Works closely with Human Resources to modify the new teacher induction program to better align with state requirements.
- Serves as the primary coordinator of the College and Career Readiness Performance Index (CCRPI) for the system so that direct support can be given to the schools as they navigate through the rating system.
- Serves as the system Student Learning Objectives (SLO) Test Coordinator to oversee the entire SLO testing process to better coordinate a plan between the schools and the central office.
- Oversees the media specialist program with an emphasis on transitioning our media centers into being more technology driven.
- Carries out duties in accordance with federal and state laws, the Georgia Code of Ethics, and established state and local school board policies, regulations and practices.
- Communicates effectively and appropriately with students, parents or guardians, district and school personnel, and other stakeholders to foster positive interactions and promote a positive educational climate.
- Fulfills contractual obligations and assigned duties in a timely manner and performs professionally and efficiently other duties as assigned

## **IMPORTANT NOTES**

### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 13, 2015