

**ASSISTANT SUPERINTENDENT
JOB DESCRIPTION**

TITLE: Assistant Superintendent

QUALIFICATIONS: School Administration and Supervision (SAS) or
School District Administration (SDA) Certification

REPORTS TO: Superintendent of Schools

JOB GOAL:

The goal of the Assistant Superintendent is to advise the Superintendent of Schools on matters dealing with the general administration of the School District and matters associated with the general & special education program and services. To provide leadership to ensure District-wide direction, coordination in the areas of curriculum, instruction and supervision. Provide leadership in setting goals for the educational program. Assists in preparing long and short-range plans to accomplish educational goals and implements approved District priorities.

EXPECTATIONS:

RESPONSIBILITIES:

1. Participates in the planning and implementation of the plan for excellence and school improvement.
2. Aids in the development of appropriate educational programs and practices and assists staff members in the design and implementation of educational programs.
3. Coordinates district-wide research and testing for measuring the effectiveness of the total education program.
4. Assists in the development of District policies and administrative regulations.
5. Assists in the preparation and administration of the District budget.
6. Supervises the preparation of reports, records and similar documentation appropriate to the administration of the District and/or required by the Superintendent, including Regional Scoring, BEDS and school report card.
7. Identifies need, plans for and coordination of instructional improvement.
8. Interprets the educational program of the School District to the BOE, the professional staff & community.
9. Attends all regular and special meetings of the BOE and executive or study sessions when requested by the Superintendent.

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10. Keeps the Superintendent of Schools informed regarding the plans, programs and activities in the educational program.
11. Keeps abreast of changes and developments in education and uses this knowledge constructively to improve the instructional program.
12. Coordinates the District's textbook selection process in conjunction with other administrators and staff.
13. Recommends textbooks and courses of study for the School District to the Superintendent of Schools.
14. Supervises the staff development and in-service education programs for members of the professional staff of the School District.
15. Coordinates and supervises the planning and implementation of compensatory programs for non-disabled students.
16. Lead coordinator of Grants including Title I, Eisenhower, Perkins and others.
17. Lead for Home Schooling. The programs will be run under each principal and the books under the Assistant for Business.
18. District lead for the Regional Curriculum Council.
19. Works cooperatively with school personnel, students and the community.
20. Assists in the recruitment and selection of all professional staff members to be employed by the district.
21. Coordinate and supervise the planning and implementation of compensatory programs for non-disabled students, as well as academic intervention services for both special and general education students.
22. Supervise the building level implementation of Instructional Support Teams and collaborate with building principals on pre-referral intervention strategies.
23. Supervise building teams in relation to 504 Accommodation Plans, in collaboration with building principals.
24. Identify, develop and deliver specific staff development based on the identified needs of the staff via student improvement areas.
25. Facilitate New Teacher Training and provide support for new teachers in the classroom.

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26. Provide classroom support for veteran teachers.
27. Develop, plan and implement staff development previously done via the consortium.
28. Data Administrator for State Education Department reporting.
28. In addition, the Asst. Supt. shall assume other duties, projects and responsibilities as assigned by the Superintendent of Schools.
 - Administrator for Transportation
 - Chairperson of the Wellness Committee
 - Coordinates Senior Citizen Day
 - Supervises Teachers on Special Assignment

EVALUATION: Performance of this job will be evaluated annually by the Superintendent of Schools in accordance with Board of Education Policy.

TERMS OF EMPLOYMENT:

Twelve months according to the terms and conditions of the Agreement between the Superintendent and the Administrator.