



City of St. Charles School District

ASSISTANT SUPERINTENDENT – CURRICULUM & INSTRUCTION

Reports to: Superintendent
Classification: Certified
FLSA Status: Exempt
Terms of Employment: 12 Months according to Board Policy
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Associate Superintendent for Curriculum and Instruction assists the superintendent in the areas of curriculum development, implementation, and assessment through the following actions:

1. Providing leadership and supervision of principals and teachers.
2. Determining and addressing the needs of the district in the areas of curriculum, instruction, and professional staff development.
3. Providing leadership in the development, implementation, and coordination of the district's K-12 instructional program as well as communicating with the residents of the district about this program.

As Associate Superintendent, this person would possess the highest level of administrative authority after the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Works with superintendent, Board, principals, faculty, and community members, as appropriate in developing the philosophy, goals, and policies of the instructional program.
- Assists the superintendent in the supervision and evaluation of district personnel and in the operations of the schools in the identification of and the addressing of school, staff, and students' needs as they relate to the development, implementation, and assessment of curriculum and professional staff development activities.
- Provides leadership to ensure the understanding of and the promotion of the educational objectives of the District.
- Works with the administration and faculty in organizing and coordinating appropriate grade-level and departmental meetings, as well as, special committees, in order to affect horizontal and vertical continuity and articulation of the instructional program (K-12) throughout the District.

- Assists the superintendent in the development of district policies and regulations for the smooth implementation of the instructional program.
- Provides leadership in the development and implementation of a comprehensive program for the assessment of personnel, instruction, and curriculum. Included in this responsibility is the observation and evaluation of designated personnel.
- Demonstrates leadership in the assessing needs, planning, administering, and evaluating a multi-faceted in-service education program for both the administrative and instructional staff in the district.
- Supervises the actions of administrators, teachers, and faculty committees in developing and implementing the curriculum for all levels of student ability.
- Supervises the development of curriculum documents and related materials prepared by personnel in the district.
- Supervised the process of selection of textbooks and instructional materials for the district in cooperation with building principals and faculty.
- Keeps informed of developments in curriculum and demonstrates leadership implementing appropriate instructional materials, strategies and programs for the District.
- Serves as District representative to various county, state, and national curriculum associations and committees.
- Interprets the present curriculum changes to the Board of Education, the administration, faculty, and general public.
- Assists the superintendent, building principals, and other assistant superintendents in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
- Demonstrates leadership in the preparation of applications for, and utilization of, various grants that will enrich the curriculum and instruction within the District.
- Ensures that all District curriculum is approved by the Board of Education in accordance with state regulations and District needs.
- Provides leadership in the articulation and/or coordination of the Title Programs K-12.
- Provides leadership in the articulation and/or coordination of Gifted Instruction grades K-12.
- Provides leadership in the articulation and/or coordination of ESL/Migrant Programs.
- Oversees Summer School Program K-12.
- Oversees Mo-VIP Program.
- Oversees Student Records.
- Serves as district contact person for A+ Schools Program.
- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity

SUPERVISORY RESPONSIBILITIES:

Principals as assigned, Curriculum Office Personnel.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Master's Degree; Doctorate preferred.
- Minimum of three years of classroom teaching.
- Three years experience in public and educational administration including three years of increasingly responsible technical personnel experience.
- Appropriate Missouri Administrative Certification.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to apply knowledge of current research and theory in specific field.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication consistent with the duties of this position.
- Ability to perform duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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