

Procedure

AP 2920-C

Role Description of the Assistant Superintendent
for Curriculum and Instruction

Adopted
1/3/95

TITLE: Assistant Superintendent/Curriculum & Instruction

QUALIFICATIONS:

Certifiable by State of New Hampshire.

REPORTS TO:

Superintendent of Schools.

SUPERVISES:

All personnel in the District.

JOB GOAL:

To supervise on a constant, ongoing basis the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit each individual student. This is to be accomplished by the ongoing development, evaluation, and improvement of the entire instructional program.

PERFORMANCE

RESPONSIBILITIES:

1. Assists the Superintendent in the administration and coordination of the District's educational program.
- 2. Assumes major responsibility for the recruitment and selection of a competent professional staff.
3. Works with the appropriate administrators in selecting, dismissing, assigning, transferring, counseling, and administering employees.
4. Supervises the work of developing, improving, and supervising the curricula and the instructional programs.
5. Enhances the program of public relations by serving as the educational leader responsible for the interpretation of the school program to the public.
6. Coordinates District-wide research and testing for measuring the effectiveness of the total educational program.
7. Assists in the preparation and administration of the budget.
8. Serves as the central office liaison to the Staff Development Committee and, with and through them, initiates and administers inservice programs for staff.
9. Encourages experimental and innovative programs that will improve instruction.
10. Insures a continuous orientation program for new teachers.
11. Seeks ways and means of continually improving and implementing the supervisory services in the total school program.
12. Participates in appropriate local, state, and national professional meetings.

13. Attends and prepares reports for Board meetings when requested by the Superintendent of Schools.
14. Designs and develops records, reports, forms, and systems of data processing appropriate to the needs of the District.
15. Works with the Assistant Superintendent/Business Administrator in the procurement and administration of state, federal, and foundation monies for instructional programs.
16. Keeps informed on research, trends, and developments in all areas of the educational program.
17. Maintains a clearinghouse of information on educational programs, making such information available to all members of the staff.
18. Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting the District.
19. Plans, coordinates, and retains staff for all summer school programs.
20. Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
21. Presides over administrative meetings with principals in the absence of the Superintendent.
22. Serves in the absence of the Superintendent as the chief administrative officer of the District.
23. Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent of Schools.

TERMS OF
EMPLOYMENT:

Twelve-month year.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the School Administrative Unit Board policy.