

Dumas ISD
Assistant Superintendent for Instruction
Job Description

Job Title: Assistant Superintendent for Instruction

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: 15

Dept. /School: Central Office

Date Revised: 01/06/2011

Primary Purpose:

Evaluate and provide leadership for the overall instructional program of the district. Responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum and staff development. Collaborate with district staff and outside personnel to formulate, develop, implement, and evaluate federal/special programs.

Qualifications:

Education/Certification:

Master's degree in education administration

Mid-Management Certification and Superintendent Certification

Special Knowledge/Skills:

Knowledge of curriculum and instruction

Ability to evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Strong communication, public relations, and interpersonal skills

Experience:

Six years experience as a classroom teacher

Major Responsibilities and Duties:

Instructional and Program Management for the District

1. Direct instructional and curriculum services to meet students' needs.
2. Plan, implement, and evaluate instructional programs with teachers and principals, including learning objectives, instructional strategies, and assessment techniques.
3. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
4. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
5. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.



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6. Ensure the use of technology in the teaching-learning process.
7. Plan the necessary time, resources, and materials to support accomplishment of education goals.
8. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
9. Organize the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
10. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
11. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
12. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
13. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
14. Coordinate the development and maintenance of curriculum documents reflecting TEKS-TAKS alignment, instructional timelines and special program references.

Counseling Program

15. Facilitate and monitor the Counselor program to ensure compliance with provisions as adopted by the Board of Trustees.

Title III – Bilingual/ESL Program

16. Complete annual application and evaluation of program.
17. Ensure compliance with appropriate state and local guidelines.
18. Recommend to the Superintendent changes that need to be implemented to improve the program.
19. Develop and implement curriculum for ESL/Bilingual classrooms.

Federal Programs

20. Evaluate all federal legislation, projects, and programs for grant, entitlement, and allocation opportunities relevant to the needs of the district.
21. Inform superintendent or other administration of the effects of current and impending legislation.
22. Participate in the drafting of project proposals and reports, including the writing and development of program goals, objectives, and budget for federal/special funding of programs.
23. Prepare and submit standard applications for federal funds to Texas Education Agency (TEA).



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24. Evaluate all requests for projects and programs requiring federal/special money.
25. Develop and coordinate a continuing evaluation of the federal/special programs and implement changes based on the findings.
26. Consult with administrators, counselors, teachers, community agencies, and other relevant individuals regarding federal/special programs.

Other Responsibilities

27. Serve as Assistant Assessment Coordinator.
28. Oversee staff development for the District
29. Assist in preparation of District Improvement Plan.
30. Evaluate the Academic Excellence Indicator System
31. Coordinate Equivalency Time/CPE hours
32. Oversee the Teacher Resource Center

Policy, Reports, and Law

33. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area and other areas assigned.
34. Compile, maintain, and present all physical and computerized reports, records, and other documents required.
35. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including required financial reports to TEA.

Budget

36. Administer budgets and ensure that programs are cost effective and funds are managed prudently.
37. Compile budgets and cost estimates based on documented program needs.

Personnel Management

38. Prepare, review, and revise job descriptions in assigned areas.
39. Evaluate job performance of employees to ensure effectiveness.
40. Assist with recruitment, selection, and training of personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal. Assist with the implementation of the designated teacher appraisal system.



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Communication

- 45. Provide for two-way communication with administrators, principals, teachers, staff, parents, and community.
- 46. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
- 47. Monitor professional research and disseminate ideas and information to other professionals.

Community Relations

- 48. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
- 49. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 50. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.

Supervisory Responsibilities:

Supervise and evaluate the performance of instructional supervisors and support staff in the curriculum department and other assigned areas.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours.

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

Approved by

Date

Reviewed by

Date

