

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Assistant/Area Superintendent, Instructional Curriculum Development Services	Job Code: 63003
Job Classification:	02 Deputy, Assistant, Associate Superintendent	EEO Line: 2
Job Class Category:	D Administrative Personnel	Job Description Supplement Code: 4
Reports to:	Superintendent	Salary Locator: Support Schedule 5

PCSD Position: Assistant Superintendent, Curriculum & Instruction

SUMMARY:

To provide leadership in strategic planning, curriculum development, research and evaluation, exceptional student services, career, community and technical education, instructional media and technology, federal programs, and staff development. Supporting all areas as assigned by the Superintendent.

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution
- (2) Certification in Educational Leadership, School Principal, or Professional School Principal
- (3) Five (5) years' experience in public school administration or public school district administration
- (4) Two (2) years' experience in leadership of curriculum and instruction
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of national, state and local educational goals and objectives
- (5) Knowledge of learning theory, program planning, curriculum development, and management of instructional programs
- (6) Knowledge of statutory and regulatory requirements in area of responsibility
- (7) Ability to interpret and implement laws, rules and policies
- (8) Ability to supervise people, ability to plan and present information to a variety of audiences
- (9) Ability to facilitate various size groups using facilitative leadership skills
- (10) Skills in written and oral communication, planning and organization
- (11) Knowledge of current educational trends, methods, research and technology
- (12) In-depth knowledge of assigned curriculum, program, or service area
- (13) Ability to collect, analyze and interpret data. Ability to work collaboratively with others
- (14) Extensive understanding of the Pupil Progression Plan and ability to share with others
- (15) Ability to adjust tasks and schedule to changed priorities

SUPERVISES:

Director, Elementary Education
Director, Secondary Education
Director, Career & Technical Education
Director, Exceptional Student Education
Director, Adult Education
Director, Federal Programs

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the position.
- (2) Maintain a close working relationship with school-based and District-level administrators to ensure information exchange, coordination of efforts, and general support for the decision-making process.
- (3) Work closely with Directors of Elementary and Secondary Education to support school improvement initiatives and processes.
- (4) Maintain communication with other agencies and school districts to share and receive information on effective programs and practices
- (5) Report on the status of curriculum and instructional programs and services, including assessment and evaluation information, at the request of the Superintendent
- (6) Use a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- (7) Initiate the development of programmatic goals and instructional objectives on a District wide basis within the scope of School Board policy, administrative direction, assessed student needs, and operational constraints.
- (8) Provide leadership, oversight, and direction for the overall activities of planning all District instructional and non-instructional support programs.
- (9) Direct the overall development, coordination, implementation and evaluation of all District curriculum and instructional support programs.
- (10) Direct and supervise the development and implementation of District performance standards and Sunshine State Standards
- (11) Oversee the Summer School program
- (12) Direct and supervise the development, revision, and implementation of the District's Pupil Progression Plan in coordination with the Directors of Elementary and Secondary Education and Director of Pupil Personnel Services
- (13) Provide leadership in identifying and acquiring appropriate teaching materials, textbooks, and equipment
- (14) Assist with the development of educational specifications and school design
- (15) Oversee the grant proposal development process
- (16) Oversee the regional accreditation process
- (17) Assist in interpreting programs, policies, and philosophy of the District to staff, students and community
- (18) Assist the Director of Staff Services with the selection and placement of instructional and administrative personnel
- (19) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- (20) Assist in development of the instructional allocation formula
- (21) Assist in the preparation for collective bargaining negotiations
- (22) Provide leadership for the articulation among all instructional levels as well as among basic, exceptional, and career/technical programs.
- (23) Set high standards of performance for self and others
- (24) Keep well informed about current trends in curriculum and best instructional practices
- (25) Attend meetings and conferences which promote professional growth and will benefit the District
- (26) Promote and support professional development for self and others
- (27) Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate records.
- (28) Work cooperatively with teachers, assigned directors and other colleagues establishing clear expectations for roles and responsibilities.
- (29) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, and representatives of resource agencies within the community.
- (30) Attend required staff meetings and serve, as appropriate, on staff committees.
- (31) Perform any other duties as assigned by the Superintendent

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 A. Sitting: Resting with the body supported by the buttocks or thighs
- 10 B. Standing: Assuming an upright position on the feet, particularly for sustained periods of time
- 10 C. Walking: Moving about on foot to accomplish tasks, particularly for long distances
- 5 D. Bending: Lowering the body forward from the waist
- 5 E. Reaching: Extending hand(s) and arm(s) in any direction
- 5 F. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force
- 80 G. Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm
- 70 H. Grasping: Applying pressure to an object with the fingers and palm
- 90 I. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 J. Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels
- 90 K. Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

- X A. Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan. The length of the work year and hours of employment shall be those established by the District.

EVALUATION:

The performance of this job will be evaluated in accordance with provisions of the PCSD Board’s policy on evaluation of personnel.

BOARD APPROVED:

June 2005
Amended: June 3, 2014

*Putnam County School District
An Equal Opportunity Employer*