

## REGION ONE SCHOOL DISTRICT

### Assistant Superintendent for Curriculum, Instruction, Supervision & School Improvement

#### JOB OBJECTIVES:

The primary objectives are to achieve continuous, measurable improvement in curriculum, instructional practice, teacher development, and student performance throughout the school district.

#### DEFINITION:

Under general direction from the superintendent, the assistant superintendent of schools is responsible for curriculum development and instructional practices in Region One, for managing the personnel function for professional staff in the Region, including recruiting, professional development, supervision and evaluation, for managing district-wide testing programs, and for supporting the superintendent in other matters as assigned. The assistant superintendent will assist, supervise and monitor the implementation of school improvement plans as well as develop accountability standards utilizing student data to measure progress.

#### REPORTING RELATIONSHIPS:

The assistant superintendent reports to the superintendent of Region One schools. Individuals reporting to the assistant superintendent will be clerical support staff, program support specialists, regional academic program coordinators, and principals as they relate to matters of curriculum and instruction, supervision and school improvement. The assistant superintendent is expected to participate in the development of Regional Initiatives and teacher Professional Development Agreements around which a performance reviews will take place.

#### RESPONSIBILITIES:

- 1 Recommends, develops, implements and coordinates curriculum and instructional "best practices", communicates specific goals and specific objectives for these programs and manages the evaluation of program effectiveness.
- 2 Manages the professional staff personnel function throughout the Region, including recruiting, assignment, supervision and evaluation, personnel record keeping, , and the development of appropriate personnel policies.
- 3 Coordinates and supervises the curriculum development and implementation of the Region One School Districts in cooperation with the superintendent and the principals.
- 4 Develops and manages the professional development program in the Region.
- 5 Assists in the supervision of teaching and learning in the Region, including observation of instruction, evaluations, determination of training needs, and assessment of instructional enhancement requirements.
- 6 Establish accountability standards for school improvement.

- 7 Assists in the supervision of principals.
- 8 Responsible for planning, organizing and directing all region-wide research and testing program for measuring the effectiveness of the educational programs in the Region and assists in the evaluation of these programs and in the development of program improvements and school-wide improvements
- 9 Compiles operation statistics and gathers other such data as may be required to improve student achievement
- 10 Assists as directed in assigned administrative functions.
- 11 Attends meetings at the discretion of the superintendent. Provides monthly reports on district initiatives, instructional practices, student achievement, and curriculum development. Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.

#### MINIMUM QUALIFICATIONS:

- 1 Experience in curriculum development, implementation and evaluation, as well as experience in instructional leadership. Appropriate Connecticut administrative certification. (092 or 093).
- 2 Knowledge of state and federal reporting requirements.
- 3 Experience in supervision, evaluation and professional development.
- 4 Record of success in making positive educational changes within a school district and/or educational unit.
- 5 Knowledge of labor practices related to contract issues.
- 6 Ability to write, research, analyze data, and report results.
- 7 Ability to inspire, motivate, foster, and manage school improvement utilizing student achievement data.

#### TERMS OF EMPLOYMENT:

- 1 Work year – 228 days
- 2 Salary to be established by the Region One Board of Education.

Board Approved: August 11, 2008