

**TITLE:** ASSISTANT SUPERINTENDENT OF INSTRUCTION

**QUALIFICATIONS:**

1. Ed.S. or doctorate from an accredited educational institution
2. Minimum of five years' successful teaching experience in K-12
3. Minimum of three years' successful K-12 administrative experience
4. Certified by the Alabama State Department of Education in educational leadership

**REPORTS TO:** Superintendent

**JOB GOAL:** To assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible academic programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Serve, along with the Assistant Superintendent/CSFO, in the absence of the Superintendent as the Chief Administrative officer of the school district.
2. Provide oversight to ensure a high quality academic program for K-12 grades.
3. Lead the instructional team in the use of assessment data to maximize academic success for individual students, subgroups, schools and the district at large.
4. Develop and communicate a clear statement of vision for the area of assigned responsibility.
5. Develop and communicate a clear program mission.
6. Act as a liaison between the schools, the central office, consultants, Alabama State Department of Education personnel, and the community.
7. Work to maintain effective community relations and inform the community of the district's academic progress.
8. Create an environment conducive to high levels of performance and professionalism.
9. Serve as a leader for program quality and actively work with the staff to improve the level of performance.
10. Monitor performance of academic program staff.
11. Promote a climate of high expectations for program staff.
12. Perform program responsibilities and tasks within areas of assigned responsibility.
13. Comply with the federal and state laws and local Board policies.
14. Communicate effectively orally and in writing with a variety of individuals and groups.
15. Demonstrate professional ethics in carrying out the mission of the system's academic program.
16. Research new programs and ideas and participate in professional development to stay abreast of new strategies for student and staff achievement.
17. Participate in functions (Board meetings, work sessions, school events) to promote teamwork and support from district leadership.
18. Serve on system, state, or community councils or committees as assigned or appropriate.
19. Oversee the development, implementation and evaluation of staff development activities for instruction.

20. Attend training sessions, conferences, and workshops as assigned or appropriate to keep abreast of current practices, programs, and legal issues.
21. Represent the system in a positive and professional manner.
22. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
23. Assist in implementing the system's goals and strategic commitment.
24. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
25. Demonstrate initiative in identifying opportunities for innovation.
26. Serve on the Superintendent's Administrative Council.
27. Assist the Superintendent in establishing and maintaining effective communication with schools and the community.
28. Performs such tasks and assumes such responsibilities as the Superintendent may assign.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the local Board of Education.

**EVALUATION:** Performance of this job is evaluated in accordance with provisions of the local Board of Education policy on Employee Evaluations.