

**Job Title:**                    **Assistant Superintendent – Curriculum and Instruction**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**            Appropriate Staff as required  
**Pay Grade:**            Administrative – 2

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD  
  
JUNE 20, 2017  
  
MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to provide leadership in developing, achieving, and maintaining the best possible educational programs and the ongoing development and improvement of the curriculum as well as the technology and information systems for the District.

## **ESSENTIAL JOB FUNCTIONS**

- Projects the instructional resource requirements of the District as it relates to school programs.
- Attends School Board meetings and prepares such reports for the Board as the Superintendent may direct.
- Monitors, reviews, and approves departmental Board agenda items.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups as needed.
- Assists the Superintendent in developing the administration and coordination of the District's educational programs.
- Manages and facilitates the development of the School Calendar.
- Coordinates school staffing annually and throughout the year.
- Supervises the work of program directors, principals, supervisors, and coordinators as it relates to the curriculum.
- Interprets the present curriculum and proposed curriculum changes as required.
- Assumes responsibility for the District's short- and long-range comprehensive planning.
- Ensures data is reviewed regularly to monitor progress to plan for short and long term goals.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Superintendent informed of potential problems or unusual events.
- Works closely with District and School staffs to support school improvement initiatives and processes.
- Disseminates information and current research to appropriate personnel.

- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Reviews and approves Departmental budgets.
- Prepares or oversees the preparation of all required reports and maintain appropriate records.
- Writes, reviews, and edits board policy and monitors compliance with State and Federal laws.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution.
- Certification in Administration and Supervision or Educational Leadership.
- Over ten (10) years of successful administrative experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of national, state, and district educational goals and standards.
- Requires the ability to display knowledge of state-of-the-art research and proven best practices in areas of responsibility.
- Requires the ability to display knowledge of learning theory, program planning, curriculum development, and management of instructional programs.
- Requires the ability to display knowledge of statutory and regulatory requirements in areas of responsibility.
- Requires the ability to supervise personnel.
- Requires the ability to work cooperatively with school personnel, the community, and other departments and agencies.
- Requires the ability to analyze statistical data for trends and standard performance in various programs and to develop strategies for improvement.
- Requires the ability to represent the District at state and regional functions.
- Requires the ability to possess modern technology skills.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to determine strategy as well as long range goals for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget, determine allocation of budget among departments, and manage the budget within assigned department.

- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and use computers for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**