



# CHARLHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Assistant Superintendent
<b>Reports To</b>	Superintendent
<b>Level/Grade</b>	PreK through 12
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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The Assistant Superintendent oversees, manages, and assesses educational programs and services for the district and plans, develops, and implements functions related to curriculum, instruction, assessment, staff training, and grants. The Assistant Superintendent, at any time, is responsible to fulfill the duties and responsibilities of the Superintendent, as necessary.

### Qualifications

- Master's Degree
- At least five years teaching experience
- Administrative experience required
- Hold or be eligible for Superintendent's certification

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Provides leadership in the development, implementation, and monitoring of curriculum and instruction, including new courses and program development.
- Guides the selection of high-quality curriculum materials and use of textbooks, e-books, applications, and other instructional materials.
- Oversees the District Curriculum Planning Council, Curriculum Committees, and professional development teams as well as other teams as assigned.
- Works with all schools to coordinate and develop guidance and plans for assessments and State testing (i.e. RICAS, SAT, PSAT, NGSA) and Advanced Placement Testing. Serves in the role of District Coordinator for state testing.
- Plans professional development activities for staff that address instructional priorities and align with district school improvements and goals.
- Oversees the New Teacher Induction program, the Master Teacher program, and the Relative Practitioner course.
- Manages all community education programs (Adult Education, Summer School, etc.)
- Monitors all accreditation processes.
- Administers student teacher placement.
- Coordinates, monitors, and supports the district and school improvement process.
- Develops central instructional budgets.
- Initiates and guides the grant development and implementation process.
- Develops and implements data management systems to analyze student achievement and improve school performance.
- Coordinates, evaluates, and improves all student support programs, including those that serve English language learners, McKinney-Vento students, and the needs of students with 504 plans.
- Coordinates with district and school leaders regarding all student support services including RTI/MTSS and at-risk programs, to effectively serve all students.
- Supervises home instructions and temporary homebound instruction.
- Coordinates the development and guides the implementation of the Consolidated Resource Plan.
- Demonstrates exceptional understanding of the role of technology in enhancing educational outcomes and in improving student achievement.
- Develops proposals for competitive grants.
- Evaluates school and district leaders.

- Assists with updating district and school policies.
- Additional responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Performs other tasks and responsibilities assigned by the Superintendent.

### **Supervises**

In accordance with the organizational chart, District policies, and applicable laws.

### **Skills Required**

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in a specific field.
- Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Masters' Degree

### **Terms of Employment**

Work year, salary, and benefits established by the Superintendent.

**Creation Date:** 10/24/2007

**Revised Date:** 6/16/2021

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*