



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

**Exemption Status/Test:** Exempt Administrator in an Educational Establishment

**Reports to:** Chief Academic Officer

**Date Revised:** January 7, 2019

**Dept. /School:** Curriculum and Instruction

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**Primary Purpose:**

Serve as the instructional leader for the District providing leadership in the development and maintenance of effectiveness and excellence in the educational programs of the District. Direct the operation, planning, development and administration of all school-based programs in support of the District's mission to ensure that all student are college and career ready. Provide regular support and guidance to the school administrators and assigned central office personnel, including the effective and efficient operation of the curriculum and instruction department, and the planning, development and implementation of staff development focused on an aligned with district and campus improvement plans.

**Qualifications:**

**Minimum Education/Certification:**

Master's degree in Educational Administration or Curriculum and Instruction

Valid Texas Certification

Doctorate Degree in Educational Administration, Curriculum and Instruction, Educational Measurement and Research, or a related field (preferred)

**Special Knowledge/Skills:**

Knowledge of curriculum and instruction

Competitive grade-point averages on undergraduate and graduate work

Evidences of extensive experience in planning and conducting staff development

Evidences of extensive experience in curriculum, instruction and leadership

Ability to interpret, analyze and evaluate instructional data

Ability to evaluate and provide instructional leadership and management of all PreK-12 instructional programs

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong organizational, communication, public relations, and interpersonal skills

Evidences of competence in assigned areas

Evidences of demonstrated leadership skills

Evidence of effective support for integration of technology into the instructional, staff development, and administrative environments

**Experience:**

Minimum five (5) years successful teaching experience and three years successful administrative experience

Experience in leadership role at the District level

Five (5) years' experience in instructional leadership roles at multiple levels

**Major Responsibilities and Duties:**

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.

2. Monitor and re-evaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustment where appropriate.
3. Supervise and evaluate Teaching and Learning development Director, Intervention Director, English Language Learners Director and Curriculum Coordinators.
4. Assume primary responsibility for developing curriculum articulated and coordinated to effectively guide a sequential and aligned K-12 instructional program for instructional staff.
5. Facilitate the implementation and development of curriculum.
6. Coordinate the development of procedures related to curriculum and instruction.
7. Work cooperatively with district and staff to define district needs and serve as a support to the instructional program.
8. Facilitate effective school district curricular decisions.
9. Work collaboratively regarding the collection, review, interpretation and use of data to improve student achievement.
10. Obtain and use evaluative findings to examine curriculum/instructional program effectiveness.
11. Actively support the efforts of others to achieve and campus goals and objectives and performance objectives (Texas Academic Performance Reports – TAPR).
12. Supervise the use of formative assessment practices.
13. Collaborate with Teaching and Learning Development Director to develop a staff development plan that is focused and aligned with district and campus improvement plans.
14. Exhibit commitment to continuous student improvement.
15. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
16. Facilitate the use of technology in the teaching-learning process.
17. Participate in the district-level decision process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
18. Remain well-informed and up-to-date about trends and developments in research and evaluation theory and practice.
19. Remain up-to-date on state mandates and priorities as they relate to assigned responsibilities.
20. Provide a final recommendation to the Associate Superintendent for Curriculum, Instruction and Assessment and the Superintendent regarding the textbook adoption process and recommendations regarding instructional programs and materials related to the textbook adoption process.
21. Facilitate the coordination of campus library services.
22. Promote learning and high expectations for students and staff performance.
23. Anticipate, manage and resolve conflicts.
24. Use a variety of communication tools and techniques to exchange information and ideas effectively.
25. Demonstrate clear and effective writing, speaking, and active listening skills.
26. Participate in effective budget planning and management.
27. Other duties as assigned.

**Supervisory Responsibilities:**

Teaching and Learning Development Director, Intervention Director, English Language Learner Director, and Curriculum Coordinators

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Ability to sit for prolonged periods of time; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Continual sitting and reaching; repetitive hand and arm motions

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent prolonged and irregular hours, in-district travel and occasional out of district travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.