

ASSISTANT SUPERINTENDENT OF ACADEMIC SERVICES

- TITLE:** Assistant Superintendent of Academic Services
- REPORTS TO:** Superintendent
- SUPERVISES:** Assigned Staff
- JOB FUNCTION:** Provides leadership for the planning, development and implementation of the curricular and instructional resources. Collaborates with district and school leaders to determine academic, instructional and professional learning needs and on-going support. Provides leadership to the District in complying with federal and state regulations to areas of supervision.

MEASURES OF SUCCESS:

- Increase student achievement and growth on:
 - State Academic Standard expectations
 - District based assessments
 - Curriculum benchmark assessments
- Close achievement and opportunity gaps
- Improve learning, culture, and environment
- Increase student, family and community engagement
- Increase the high school graduation rate and ensure every child graduates college and career-ready

DUTIES AND RESPONSIBILITIES:

- Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments.
- Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation.
- Assumes a leadership role in the development, implementation, and monitoring of standards-based curricula and assessment.
- Ensures that instructional resources are aligned with the District's curriculum and recommended instructional approaches.

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- Creates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools.
- Creates and maintains effective systems to determine professional learning needs based on student achievement.
- Collaborates with school leaders and School Based Decision Making (SBDM) Councils regarding instructional process and resources.
- Coordinates compliance and quality of federal programs in relation to academic services.
- Administers assigned departmental budgets including the responsibility for budget development and long-range financial planning.
- Communicates to the Superintendent the requirements and needs of the district based on needs assessment.
- Recommends changes and additions in the instructional program based on research and established goals.
- Assists other supervisory personnel in interpreting curricular and instructional changes to the Board, administration, the staff, and community.
- Oversees the coordination of academic professional development efforts across the district.
- Represents the district at appropriate association meetings and conferences and stands in for the Superintendent as needed.
- Coordinates and evaluates the work of curriculum and content-area specialists in support of school improvement.
- Conducts annual evaluations of direct reports.
- Attends Board meetings, and attend and presides over meetings as the Superintendent designates.
- Prepares draft of needed Board policies, administrative rules, and status reports for the Superintendent's review and action.
- Prepares state reports as required or directed.
- Works cooperatively with leaders of other administrative divisions in integrating and coordinating efforts into a unified program for the district.
- Keeps informed of and interprets all laws, regulations and statutes relating to education.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Masters degree with at least sixty hours of graduate credit.
- A minimum of 5 years of experience in school administration.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

LICENSES AND OTHER REQUIREMENTS:

- KY Certification in School Administration
- KY School Superintendent certification

Original Date: 10/2021

Revision Date: _____

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