



## Assistant Superintendent of Curriculum and Instruction Job Description

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**Job Title:** Assistant Superintendent of Curriculum & Instruction

**Reports to:** Superintendent

**Dept./School:** Curriculum & Instruction /Central Administration

### **Primary Purpose:**

Evaluate and provide leadership for the overall instructional program of the district. Responsible for the effective and efficient operation of the Curriculum and Instruction Department, which includes curriculum, staff development, and assessment.

### **Qualifications:**

#### **Education/Certification:**

Master's degree in education administration  
Superintendent certification required

#### **Special Knowledge/Skills:**

Knowledge of curriculum and instruction  
Knowledge of state assessment requirements  
Ability to evaluate instructional programs and teaching effectiveness  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Strong communication, public relations, and interpersonal skills

#### **Experience:**

Five years successful administration experience in public schools

### **Major Responsibilities and Duties:**

#### **Instructional and Program Management**

1. Direct instructional and curriculum services to meet students' needs.
2. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
3. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
4. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
5. Ensure the use of technology in the teaching-learning process.
6. Plan the necessary time, resources, and materials to support accomplishment of education goals.



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7. Ensure that district goals and objectives are developed using collaborative processes and problem-solving techniques when appropriate.
8. Chair the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs of the district.
9. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives (academic excellence indicators).
10. Obtain and use evaluative findings (including student achievement data) to examine curriculum and instruction program effectiveness.
11. Secure consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives.
12. Provide effective staff development activities that incorporate the mission of the district, program evaluation outcomes, and input from teachers and others.
13. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.
14. Work cooperatively with directors and campus principals in developing and supervising the instructional programs in assigned subject area.
15. Plan, improve, oversee, and coordinate testing program requirements for the district.
16. Coordinate the ordering and use of departmental instructional aids and materials.
17. Maintain a staff library of publications, supplementary materials, and supplies relevant to the assigned subject area.
18. Assist in the preparation of the budget and administration of the budget for supplies, equipment, and facilities in area of assignment.
19. Work collaboratively with principals in interpreting testing data to improve student achievement.
20. Coordinate instructional planning with the Director of Special Programs on bi-lingual/ESL, gifted/talented program, dyslexia and summer school.
21. Coordinate instructional planning with the Technology Director and Special Education Director.
22. Ensure instructional technology integration.

### **Policy, Reports, and Law**

23. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in curriculum/instruction and assessment areas.
24. Distribute the Academic Excellence Indicator System (AEIS) to campus principals, administrative staff and Board members.



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25. Coordinate and ensure legal compliance in administering all state required testing.
26. Work in conjunction with the District Testing Coordinator in the planning/ordering, distribution, collection and return of all state required testing materials.
27. Coordinate district testing with District Testing Coordinator for benchmarking, Texas Primary Reading Inventory (TPRI) grades K-3, credit by exam and AP testing.

### **Staff Development**

28. Plan and provide staff development for teachers, administrators, and staff in designated subject area.
29. Disseminate information regarding current research and significant developments on the state and national levels in area assigned.

### **Other**

30. Assist in communicating information to parent and community members about school programs.
31. Use effective communication skills to present information accurately and clearly.
32. Keep informed of and comply with state, district, and school regulations and policies.
33. Coordinate and oversee all summer school programs
34. Oversee the updating and implementation of the district technology plan.

### **Budget**

35. Administer the curriculum and instruction budget and ensure that programs are cost effective and funds are managed prudently.
36. Compile budgets and cost estimates based on documented program needs.

### **Personnel Management**

37. Evaluate job performance of employees to ensure effectiveness.
38. Coordinate informational meetings and state/district assessment training with District Testing Coordinator.
39. Oversee District Site Base Decision Making Council.

### **Communication**

40. Monitor professional research and disseminate ideas and information to other professionals.

### **Community Relations**

41. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.



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- 42. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
- 43. Demonstrate use of appropriate and effective techniques to encourage community and parent involvement.
- 44. Other duties as assigned.

### **Supervisory Responsibilities:**

Supervise and evaluate the performance of curriculum department staff, Special Education Director, Special Programs Director and Technology Director.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_