

The District expects to appoint an individual to the following position for the 2021-2022 school year:

Assistant Superintendent for Educational Services

Job Type: Full-Time (12-Month)

Salary: \$110,000 - \$130,000 (Annual wage)

Application Deadline: 05/28/2021, via OLAS

Start Date: 07/05/2021

The Assistant Superintendent serves 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. S(He) will direct the operation, planning, development and administration of all school-based programs in support of the District's mission to ensure that all students are college and career ready. S(He) will 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 aligned district and campus improvement plans. The Assistant Superintendent assists the Superintendent in all matters as defined by the Superintendent of Schools.

Job Goals

- To provide the instructional and curricular leadership that creates, implements, maintains; and
- Enhances excellence, scholarship, creativity, and achievement for all students.
- To act as the Superintendent of Schools in the absence of the Superintendent of Schools.

Qualifications

- Holds the required New York State administrator certification. (SDA or SDL)
- Leadership ability in school administration, instructional strategies and assessment, curriculum
- Competence in the development, professional development, grant development, program evaluation and improvement, supervision and evaluation, and educational technology.
- Excellent interpersonal and communication skills.
- Minimum five years successful teaching experience and five years of successful administrative experience.
- Experience in leadership role at the District level is preferred, but not required.
- Five years' experience in instructional leadership roles at multiple levels.

Seven Areas Outlining Performance Responsibilities:

1. Leadership and Administration
2. Curriculum and Instruction
3. Student Services
4. Personnel
5. Budget and Unit Finances
6. School-Community Relations
7. Professional Growth

1. LEADERSHIP AND ADMINISTRATION:

- Supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations and the provisions of the District's collective bargaining agreements.
- Responsible for the development of annual goals and action planning for the teaching and learning programs from the District lens.
- Assists in the creation of all reports, records, and other paperwork as required by the Board of Education, the State Department of Education, and the Federal Government, and/or paperwork that may be appropriate to the District's administration.
- Keeps the Superintendent informed and works cooperatively with all other administrators in school and district-related matters.
- Leads appropriate professional meetings.
- Establishes and maintains efficient administrative procedures to support the teaching and learning functions of the District.
- Performs other duties and assumes such other responsibilities as may be assigned by the Superintendent

2. CURRICULUM AND INSTRUCTION:

- Responsible for the implementation of curriculum aligned with state frameworks, student and teacher performance objectives, curriculum standards and proficiencies in all subject areas.
- Work collaboratively regarding the collection, review, interpretation and use of data to improve student achievement.
- Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement
- Directs the development, evaluation, and revision of curriculum and instruction and assumes responsibility for the implementation of approved programs. Coordinates and articulates curriculum among and between the grades.
- Responsible for the formulation, planning, and implementation of the professional development program for professional staff (teachers and administrators).
- Works with administrators in the evaluation of instructional materials, including textbooks, digital resources, library/media acquisitions, and other instructional materials.
- Provides leadership in developing plans for instructional research; pilot studies for curriculum, instruction, and technology; and new courses of study.
- Responsible for assessing results of programs and addressing areas in need of improvement.
- Obtain and use evaluative findings to examine curriculum/instructional program effectiveness.
- Facilitate the use of technology in the teaching and learning process.
- Seeks and applies for appropriate competitive grants.
- Responsible for the formulation, planning, and implementation of Federal grants.

3. STUDENT SERVICES:

- Works with principals and department and grade level chairs to develop plans for assessing and monitoring the progress of all students. Coordinates and articulates assessment among and between grades.
- Oversees the planning and delivery of all state and federally funded compensatory education services.
- Creates and monitors the system to maintain individual student records and reports of pupil progress.
- Exhibit commitment to continuous student improvement.
- Oversees the registration of new students and the registrar's office.
- Responsibilities include homeschool students and compliance.

4. PERSONNEL:

- Supervises and manages department and grade level chairs in compliance with local, state, and federal laws, and the policies and procedures of the School District.
- Observes and evaluates principals annually in accordance with law and established procedures.
- Responsible for developing and directing the orientation and induction program for new staff members, including assigning mentors.
- Promotes effective communication and cooperation among administrators.

5. BUDGET AND UNIT FINANCES:

- Assists in the development of budgets including staffing needs, instructional materials and resources, and provision for the activities of the District.
- Develops, monitors, and maintains Federal and competitive grant budgets.
- Seeks and secures new funding sources through grant applications.

6. SCHOOL-COMMUNITY RELATIONS:

- Promotes and assists in the coordination of effective communication.
- Promotes effective communication among all members of the school community.
- Develops and maintains good relations with the school community.
- Seeks talent and support from the community to further the educational goals of the District.
- Works cooperatively with colleagues within the District and from other school districts.
- Serves on district committees, participates in district activities, and represents the District as warranted, or as directed by the Superintendent.

7. PROFESSIONAL GROWTH:

- Sets goals for self-improvement; carries out individual improvement plan developed with the Superintendent.
- Remain well-informed and up-to-date about trends and developments in research and evaluation theory and practice
- Encourage and model innovative thinking, risk taking and view problems as learning opportunities
- Remain up-to-date on state mandates and priorities as they relate to assigned responsibilities.
- Maintains a high level of personal integrity and a strong work ethic.