

CERTIFICATED

ASSOCIATE SUPERINTENDENT/INSTRUCTION

Primary Function:	Assist in the overall organization and general administration of the district schools.
Directly Responsible To:	Superintendent of Schools.
Directly Supervises:	Certain assigned certificated and classified staff.
Functional Responsibilities:	Under the direction of the Superintendent, the Associate Superintendent/Instruction shall provide leadership in planning and organizing the district's curriculum and assist in developing and implementing instructional strategies.

QUALIFICATIONS

- I. Education:
 - A. Advanced degree with a major emphasis on curriculum and educational administration
 - B. Appropriate administrative credential
- II. Experience

Successful experience in coordination, supervision and/or administration of educational programs.

APPOINTMENT

- I. The candidate shall be elected by the Board of Trustees on the recommendation of the Superintendent.
- II. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for the Assistant Superintendent that will define specific areas of responsibility.

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Operational responsibilities include but are not limited to the following:

The Associate Superintendent/Instruction shall:

1. Assume responsibility for the development and annual revision of courses of study.
2. Coordinate the district mentor teacher program.
3. Provide leadership in curricular innovations, research, and development.
4. Direct the evaluation and assessment of the instructional program.
5. Assist in the development of inservice training programs for certificated staff.
6. Review and make recommendations for new textbook adoptions, both basic and supplementary.
7. Assists in the development of inservice training programs for certificated staff.
8. Supervise the district testing program.
9. Chair special task force and ad hoc committees as assigned by the superintendent.
10. Coordinate work of district curriculum committees.
11. Supervises development of federal funded programs included in the consolidated application (Chapter I and II, Vocational Education, and Migrant Ed.)
12. Supervises development of state categorical programs, i.e. SIP, EIA, GATE, etc.
13. Supervises administration of the district adult education program.
14. Supervises administration of the districts alternative education programs.
15. Assist in preparation of reports or supporting data, and perform other duties as may be assigned by the district superintendent.