

**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.