

ASSOCIATE SUPERINTENDENT/INSTRUCTION

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.