

Somerset County Public Schools

Job Description

Job Title: Assistant Superintendent
Department: Instruction/Staff Development
Reports To: Superintendent
FLSA Status: Exempt
Prepared By: Doug Bloodsworth/Beth Whitelock
Prepared Date: 10/20/2009
Approved By: **Board of Education**
Approved Date: **December 15, 2009**

I. Summary

This position provides leadership to the instructional functions of the school system. This includes the planning and coordination of the following: teachers, instruction, instructional programs, learning, curriculum, assessment and professional development by performing the following duties:

II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Superintendent. Primary duties include the following:

- Directs and evaluates instructional staff, programs, and curriculum development.
- Responsible for implementation of Maryland Bridge to Excellence Project.
 - a. Is project leader of school improvement at State and local levels.
 - b. Coordinates and supervises school improvement in all schools.
 - c. Plans, coordinates and implements MSA staff development.
 - d. Directs System Improvement Team.
 - e. Oversees MSDE grants and expenditures of funds.
 - f. Oversees Title IIA – High Quality Teacher Grant; Responsible for Title II compliance
- Assists the Superintendent and other instructional administrators to establish goals; develops plans and procedures for school and program evaluation; county-wide program implementation; and other procedures related to the operation of the instructional program.
- Supervises the development and/or revision of curriculum specifications for programs and the development of educational specifications for new schools and/or building renovations based on program needs.
- Plans and implements staff development activities for all professional staff directly involved in instructions, establishing priorities based on identified needs.
- Evaluates and supervises the performance of supervisors of instruction and instructional coordinators, assuring that resources are equitably applied, programs are balanced and communication among supervisors is deliberate and effective.
- Supervises the development of research studies related to curriculum and instruction and the collection and dissemination of educational information and reports for public consumption and/or state and federal funding agencies.
- Interprets and enforces Board policy as it relates to instruction.

- Recommends to the Superintendent appropriate personnel action regarding instructional supervisors and other personnel under his/her jurisdiction.
- Assists in Budget preparation, approves all instructional purchase orders and administers the Instructional Category of the Budget.
- Coordinates and directs instructional staff meetings.
- Attends and disseminates all information and materials received at MSDE and Eastern Shore Assistant Superintendents' meetings to staff.
- Completes reports, assists in developing instructional policies and procedures, develops and disseminates public information.
- Coordinates the Professional Development School through Salisbury University at Somerset Intermediate School, Princess Anne Elementary, Greenwood Elementary and Washington Academy High School.
- Coordinates the Professional Development School through University of Maryland Eastern Shore at Marion Sarah Peyton Alternative Learning Center, Deal Island Elementary, Woodson Elementary School and Crisfield Academy High School.
- Coordinates the Opening Day Program for the new school term.
- Assists in the evaluation of teachers.
- Coordinates Staff Recognition Night.
- Coordinates the development of the school calendar.
- Coordinates the placement of student teachers.
- Coordinates the Education that is Multi-Cultural Program.
- Is the local leader for the School Accountability Funding for Excellence Program.
- Serves as the Master Plan point of contact; organizes and oversees Master Plan update.
- Serves as the Alternative Governance Contact; oversees School Improvement requirements of No Child Left Behind.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

Master's Degree in field of Educational Administration and/or Supervision. Must have at least three years of successful teaching experience.

B. Certificates, Licenses, Registrations

Valid State Teaching Certificate with at least an Administrator I endorsement.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of educators, administrators, students, parents, and Board members and State/Federal officials.

D. Mathematical Skills

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Internet software; Spreadsheet software and Word Processing software.

G. Other Skills and Abilities

Ability to collaborate and supervise effectively with educators and administrators of diverse backgrounds.

H. Other Qualifications

Must be able to travel to out-of-town business and professional organizational meetings. Follows system policies and procedures; completes administrative tasks correctly and on time. Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Prioritizes and plans work activities; Sets goals and objectives; and organizes or schedules other staff and their tasks as required.

IV. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must use equipment and materials properly and in a safe manner.

While performing the duties of this job, the employee is regularly required to talk or hear. The Employee is frequently required to sit and use hands to finger, handle, and feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

V. Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.