

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant Superintendent (Curriculum and Instruction)

Qualifications:

Credentials: Administrator and Superintendent Certificates;

Education: Master's degree in Education, Administration or related field.

Training or Experience Required: 5 years of school administration experience. Must have building Principal experience.

Special Skills, Knowledge, Abilities:

Communications Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; makes public speeches or presentations or provides complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, regulations.

Reports To: Superintendent

Job Goal (Purpose of Position): Performs supervisory and administrative level duties under limited supervision to assist the Superintendent in supervision of schools and to serve as a liaison between the principals, instructional technology, and the Superintendent. Assists in policy development and enforcement to provide optimum education, service, and productivity.

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An incumbent in this position develops policies and procedures. Due to the level of position, the incumbent is required to use discretion, ingenuity and independent judgment in resolving problems. Due to the nature of the job, will be required to use inductive reasoning.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public interpreting and translating facts and information, explaining situations and concerns and advising them of alternative courses of action. Must be able to handle complaints and deal with excessively rude or irate parents and callers. Must use tact and diplomacy, independent judgment, and problem solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

Performance Expectations: The incumbent/employee will need to (A) Be customer focused to resolve problems effectively. (B) Manage human resources and diversity while promoting; productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances. (C) Manage resources with fiscal responsibility while maintaining proper accountability of records. (D) Manage information and communications with staff and public effectively. (E) Conduct short and long range planning to set and/or attain district goals and objectives. (F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems. (G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals. (H) and contribute to quality of district programs including extracurricular programs; Be involved in personal growth and development.

Essential Job Functions/(PERFORMANCE RESPONSIBILITIES):

1. Keeps within budgetary means, integrates curriculum activities towards a balanced efficient program of studies that will best serve the needs of students within the Moore Schools.
2. Promotes and directs in-service education of the administrative staff in the schools.
3. Works with building principals, departmental chairmen, and curriculum coordinator to originate and revise curriculum and course guides for the schools.
4. Assists in coordinating the general instructional program throughout the schools.
5. Works with principals -- Strives to improve instruction in their respective schools. Anticipates and resolves problems.

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6. Supervises the selection, procurement and disbursement of textbooks, and assists in the financial accounting of the textbook fund in the schools.
7. Serves in a liaison capacity between Superintendent and school principals.
8. Expedites the completion of records and reports as delegated by the Superintendent.
9. Reports regularly to the Superintendent on any development or problem within the district requiring the Superintendent's awareness or action.
10. Attends meetings as assigned by the Superintendent.
11. Serves on committees as the Superintendent directs.
12. Supervises such personnel as the Superintendent may assign either temporarily or regularly.
13. Performs other duties as the Superintendent may assign.

Supervision exercised: An incumbent supervises all principals and indirectly all staff at the various schools. Has responsibility to recommend hiring/firing; develop training, and to evaluate employees.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences.

TERMS OF EMPLOYMENT: Twelve month year (255 days). Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08-09-93

Revised 02-09-98

Revised 04-14-14