



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Associate Superintendent for Curriculum & Instruction

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Deputy Superintendent

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- The role of the Associate Superintendent for Curriculum and Instruction involves the coordination and administration of the schools' instructional programs to be conducted within the framework of the philosophy and objectives established by Board Policy and consistent with statutes and standards of regulatory agencies and administrative regulations and procedures.

### **QUALIFICATIONS:**

#### **EDUCATION/ CERTIFICATION:**

- Master's degree
- Administrative certification as per Texas Education Agency

#### **SPECIAL KNOWLEDGE AND SKILLS:**

- Strong knowledge of curriculum and instruction
- Demonstrated instructional leadership
- Ability to evaluate and modify instructional program and teacher effectiveness based on data analysis and interpretation.
- Ability to implement policies and procedures
- Strong organizational, communication, public relations, and interpersonal skills

**EXPERIENCE:**

- Three years' experience in campus or district administration
- Strong curriculum, curriculum alignment, curriculum standards and program management background

**MAJOR RESPONSIBILITIES AND DUTIES:****ROLE 1: INSTRUCTIONAL MANAGEMENT**

1. Interprets, develops, and implements operational procedures, and methods as needed for instructional operations of the schools.
2. Directs the coordination and articulation of the curriculum program.
3. Works cooperatively with staff to define personnel needs regarding instructional management.
4. Coordinates and assists in the development of district studies, evaluations, staff development programs, etc.

**ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE**

1. Assists the Superintendent in the development of Board Policies, administrative procedures, etc. and attends all meetings of the Board.
2. Visits in schools regularly for the purpose of maintaining knowledge of present instructional situations.
3. Maintains knowledge of current educational practices and trends by reading current literature, attending educational and professional meetings and conferences, and visiting in other school districts.
4. Demonstrates cooperativeness and flexibility in working with various components of the educational setting.

**ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT**

1. Exhibits skill in planning, organizing, and managing various kinds of programs, activities, etc.
2. Interprets and disseminates information from local, state and national regulatory agencies.
3. Accepts and performs additional school related assignments in a positive and efficient manner.

**ROLE 4: PERSONNEL MANAGEMENT**

1. Possesses ability to effectively communicate in both written and oral manners with all facets of the school and community.
2. Maintains a knowledge of accrediting standards for state and regional accrediting purposes and advises the Superintendent of these matters.
3. Evaluates personnel assigned under direct supervision.
4. Prepares reports in an accurate and punctual manner.

**ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT**

1. Assists in the supervision of student record management.
2. Develops and maintains operational systems for retrieval of information in support of all personnel programs.
3. Works with others to compile and report projections of personnel and facility needs.

**ROLE 6: PROFESSIONAL GROWTH and DEVELOPMENT**

1. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals.

**ROLE 7: SCHOOL/COMMUNITY RELATIONS**

1. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.
2. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
3. Perform other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals

**Posture:**

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

May work prolonged or irregular hours; frequent districtwide travel; occasional statewide travel and out-of-state travel

**Mental Demands:**

Work with frequent interruptions, maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**