

CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION

Position: Assistant Superintendent for Instruction

Supervisor: Superintendent

General Job Description: The Assistant Superintendent shall perform such duties as delegated by the Superintendent. He/She shall be responsible for coordinating the instructional programs for the district in cooperation with all coordinators, directors, principals, teachers, and educational assistants. The Assistant Superintendent for Instruction will share in the development, application, and interpretation of school and administrative policies.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
2. Embrace and encourages the acceptance of diversity.
3. Utilize effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Develop and coordinate a K-12 competency based curriculum in cooperation with the Director of the IRC, principals, and teachers.
11. Plan and implement a staff development plan in cooperation with the Director of the IRC, Director of Federal Programs, and other district staff.
12. Organize and supervise an articulated student assessment plan.
13. Coordinate the instructional material adoption process and administer the instructional materials budget in cooperation with district staff.
14. Develop and maintain a district wide performance evaluation plan.
15. Supervise the K-12 library-media services in cooperation with the Director of the IRC and principals.
16. Supervise the K-12 guidance program in cooperation with the elementary and secondary head counselors, Director of Student Support Services, and principals.
17. Supervise the Instructional Resource Center in cooperation with the Director of the IRC.
18. Supervise the special education program in cooperation with the Director of Special Education.
19. Supervise the K-12 health services program in cooperation with the Director of Health Services.
20. Supervise the federal programs in cooperation with the Director of Federal Programs.
21. Supervise the K-12 music program in cooperation with the Director of Music.
22. Develop and coordinate the district remediation plan in cooperation with the Director of Federal Programs, CHS Head Secondary Counselor and summer school directors.
23. Plan school zones and bus routes according to the needs of the district.
24. Develop, coordinate and supervise advisory committees as needed to improve the instructional program.
25. Conduct program needs assessment in cooperation with district staff.
26. Develop and implement a district technology plan in cooperation with the Director of Information Technologies and other district staff.
27. Supervise the facilitation of district and site-based strategic planning in cooperation with the Director of the IRC.
28. Supervise the Information Technology and Data Processing Departments in cooperation with the Director of Information Technology.

Additional Duties and Responsibilities:

1. Coordinate the academic activity program in cooperation with district staff.
2. Approve printing requests for new forms.
3. Coordinate Homebound Services with district staff.
4. Monitor Homeschool procedures.
5. Monitor the Compulsory Attendance Law.
6. Issue student work permits.

7. Prepare the district Accountability Report in cooperation with the Director of Instructional Resource Center.
8. Receive parent complaints.
9. Prepare the district Accountability in cooperation with the Director of Instructional Resource Center.
10. Coordinate the completion, submission, and progress of Parent & Community Involvement Plans in cooperation with principals.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Five years experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Appointment:

The Assistant Superintendent for Instruction shall be recommended by the Superintendent and appointed by the Board of Education.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.