

TITLE: Assistant Superintendent for Teaching and Learning

DEPARTMENT: Teaching and Learning

REPORTS TO: Superintendent

POSITION SUMMARY: Serve as Assistant Superintendent for Curriculum and Instruction. Provide vision and leadership to the district. Responsible for carrying out management, administrative, and supervisory functions. Provides leadership and direction in developing and maintaining the best possible educational programs that result in high student achievement implements functions related to curriculum, instruction, staff development, remedial programs, instructional technology and assessment to ensure that each student is provided an optimum educational experience. In partnership with principals and teaching staff, monitor and adjust services in support of classroom needs.

ESSENTIAL FUNCTIONS:

Leadership

- Guides development and implementation of the three-year Curriculum plan and emerging priorities to support teaching and learning.
- Serves on the Superintendent's Cabinet, provides overall leadership and direction to the district, especially in the areas of curriculum, school reform and technology.
- Develops and coordinates district budgets that include budgets for curriculum, staff development, research and assessment and technology.
- Shares responsibility for the district in the absence of the Superintendent.
- Attends all school board meetings; prepares materials and makes presentations in areas of responsibility.
- Represents the district in schools, the community or other venues as directed by the Superintendent.
- Performs other duties as assigned by the Superintendent.

Educational Improvement

- Directs district-wide efforts to implement the Elementary and Secondary Education Act – No Child Left Behind legislation and the Washington State School Improvement Act of 1993, including the introduction of new and higher standards, new forms of assessment, and new systems of accountability.
- Leads district in district-wide and school-level planning, implementation and program evaluation, based on the framework established in District philosophy and goals.
- In partnership with the Executive Directors for Elementary and Secondary Education directs district work on annual Continuous Improvement Plans that clarify and focus the work of school staff on the improvement of student achievement.

Curriculum and Instruction

- Establishes clear Issaquah Standards for student learning aligned with the Washington State Essential Learnings.
- In cooperation with Special Education staff, provide appropriate curriculum, adaptations, and support for Special Education students.
- Oversees the implementation of national and state instructional programs, to include but not be limited to Title 1, Title II Part A Teacher and Principal Quality, Title V Part A Innovative, and Learning Assistance Program, coordinating them with the district Five Year Work Plan.
- Reviews, on a periodic basis, the district's core curricula; involve staff and community in evaluating the current curriculum and involving relevant staff members in selecting appropriate and focused instructional materials.
- Directs the operation of the Instructional Materials Selection Committee to review and evaluate proposed district instructional materials; provide avenues for the challenge of adopted materials. Recommends selected and approved materials to the district Board of Directors for adoption.
- Establishes practices that ensure research and assessments are used to monitor, adjust, and improve practices, programs and productivity; assures equity for all students in the design of the curriculum and the delivery of instruction.

- Ensures on-going communications to district staff and community on curriculum and instruction issues.
- Links district with local, state and national agencies and organizations in all areas related to curriculum, instruction, staff development, educational technology and assessment.

Professional Development

- Directs the development and delivery of professional development related to implementation of the Issaquah Standards, all curriculum adoptions and curriculum implementation.
- Coordinates professional development for classified and paraprofessional staff; oversees the district mentor program for new teachers, focusing support in the areas of classroom management, instruction, relationship skills, and instructional strategies.

Remedial Programs for Students

- Oversees the design, funding, implementation and assessment of the district Benchmark Enrichment Learning Program, incorporating Title 1, Learning Assistance Program, and district funds.
- Supervises the design, funding, implementation and assessment of the district English as a Second Language program at both the elementary and secondary levels.

Research and Assessment

- Establish procedures and work with staff in assessing instructional programs in relation to instructional objectives and curriculum services.
- Oversees planning and implementation of programs for student assessment, using a wide variety of forms, aligned with the Issaquah Standards and the Washington State Essential Learnings.
- Establishes an accountability system to measure continuous progress in student learning and district implementation of school reform measures.
- Oversees the distribution of critical assessment information to staff, parents, community and students
- Leads district in identifying and communicating relevant educational research; designs, organizes and conducts educational research appropriate to district.

Library Services and Media Support

- Supervises the district media program, book processing services, and library services program; provides coordination between KCTS Channel 9 and the district library media specialists; oversees support of library media centers with technology and audio-visual assistance.

Instructional Technology

- Supervises the district technology program. Leads, plans, develops, and implements technology including hardware, software, network, hardware support, telephone, Internet, Intranet, and technology staff development to support the business, management and instructional functions of the District.
- Leads in developing the district technology plan that will provide stable and predictable technology services, including computer, telephone, and other relevant technologies, to support the effective management of the Issaquah School District and effective instruction of students.
- Broad, strong knowledge of elementary and secondary educational program; ability to assess educational needs and develop strategies to meet needs.
- Conducts and evaluates educational research, using results to build continuous improvement into all aspects of the school district.
- Strong knowledge of technology and its use in management and education; continuous growth and development of skills; plans for the systematic infusion of technology into all aspects of the district so that management, communication, and instruction are effective and efficient.

SKILLS, KNOWLEDGE AND ABILITIES

- Prior experience of and ability to manage complex budgets and budget processes.
- Exceptional ability as a leader/manager, including the ability to reduce and resolve conflicts, set and maintain clear priorities, remove obstacles for others, implement viable solutions to problems, evaluate results, manage budgets, and help others improve performance.

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

- Use technology for analysis, recordkeeping, communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Minimum of Master’s degree in education, Doctorate preferred

EXPERIENCE: Five years teaching experience and five years’ experience as a school principal or central office administrator

CERTIFICATES AND LICENSES: Washington state administrative credential or eligibility

CONTINUING EDUCATION/TRAINING: Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

REQUIRED TESTING: None specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date