

**School District of Santa Rosa County**  
**Job Description**  
**Assistant Superintendent, Curriculum and Instruction**

**Reports To:** Superintendent  
**FLSA Status:** Exempt  
**Department:** Human Resources  
**Prepared by:** Human Resources  
**Date:** March 13, 2014  
**Job Code:** 11020

**Primary Duties and Responsibilities (Essential Functions):**

- Direct the overall activities of planning, developing, coordinating, implementing, and evaluating all District curriculum and instruction and instructional support programs
- Direct and coordinate all activities related to the district's instructional delivery system and program management cycle
- Initiate the development of programmatic goals and instructional objectives on a District-wide basis within the scope of School Board policy, administrative directives, assessed student needs and operational constraints. Provide overall leadership and appropriate resources for ongoing District-wide curriculum development and review to ensure articulation of objectives and skills continuum Pre-K through Grade 12
- Provide leadership for purposeful articulation among all instructional levels as well as between basic and special programs
- Keep well informed about current trends in education
- Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools
- Maintain good public relations with parents and community groups for dissemination of information and feedback
- Assist in interpreting the programs, philosophy and policies of the district to staff, students and the community
- Serve as the liaison between the State Department of Education and the instructional staff of the district in communicating and planning program requirements of the State Statutes, State Board of Education Rules and Regulations and mandated federal programs
- Establish and provide leadership for a collaborative team to ensure that curriculum and instruction initiatives are student focused and aligned with the district mission and beliefs, and school goals and improvement plans
- Prepare and recommend, to the Superintendent, the implementation of alternative and optional programs to support the requirements of the district's annual and long-range plans of improvement
- Work with the Directors for Elementary, Middle, and High School, and Locklin Technical Center in the development of school improvement plans at school sites as an integral part of the development of the annual comprehensive program plan and budget
- Maintain a close working relationship with school administrators and teachers to ensure information exchange, coordination of efforts and general support for the decision-making process
- Provide leadership and assistance to school personnel in the use of assessment data for the improvement of instruction
- Establish necessary procedures for referral and cooperative planning with other agencies.
- Coordinate all instructional services reporting requirements
- Assist in the development and implementation of the district master plan for in-service education
- Assist in the development of educational specifications for new facilities and equipment
- Provide leadership in planning and acquiring appropriate teaching materials, textbooks, and equipment

- Provide leadership for Southern Association of Colleges and Schools accreditation process
- Direct and supervise the implementation of the district's student progression plan
- Maintain contact with other school districts in Florida and other states to share and receive information of effective programs and practices
- Establish a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.
- Provide leadership for school improvement initiative
- Provide leadership for emerging, innovative, and special programs
- Report on the status of curriculum and instructional programs and services at the request of the Superintendent
- Assist the Superintendent in District-wide planning to link the curriculum and instructional program and the use of financial and human resources to the district's goals and objectives
- Develop F.T.E. projections and allocations for school staffing
- Assist in the development of administrative guidelines related to curriculum and instructional services
- Assist in the development of policies related to curriculum and instructional services
- Assist in the preparation of School Board meeting agendas, preparing curriculum and instructional services action items of routine and priority nature as well as timely reports
- Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action
- Prepare or supervise the preparation of all required reports
- Develop, recommend, and administer the curriculum and instructional services budget
- Perform other incidental tasks consistent with the goals and objectives of this position

#### **Supervision Received:**

- Superintendent of Schools

#### **Supervision Exercised:**

Director of Elementary, Middle, and High Schools  
 Director of Continuous Improvement and Alternative Academic Programs  
 Director of Exceptional Student Education and Student Services  
 Director of Federal Programs  
 Director of In-service and Instructional Technology  
 Director of Pre-Kindergarten  
 Director of Student Services  
 Director of Workforce Education  
 Coordinators of Instructional Programs (Math, Science, Art, Music, Social Studies)  
 Assigned Office Staff  
 Coordinator of Assessment  
 Coordinator of Virtual Education  
 Director of Community Schools

#### **Minimum Qualifications & Skills Required:**

- Master's Degree or higher from an accredited educational institution
- Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision
- Currently hold or eligible for Florida teaching certificate with certification in administration and supervision, educational leadership, or school principal

### **Preferred Qualifications & Skills:**

- Experience as School Principal
- Experience with Curriculum Development at the School or District level

### **Physical Demands:**

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Number of Months
- 8 Hours per Day

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

### **Conclusion:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.