

**SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION**

June 2014

**ASSISTANT SUPERINTENDENT FOR CURRICULUM,
INSTRUCTION AND ASSESSMENT**

REPORTS TO: Superintendent

SUPERVISES: Teachers-on-Special-Assignment, Department secretarial/clerical staff, Instructional Materials Center staff, and Director of Instructional Services

WORK PERIOD: 12 months, 219 days

PRIMARY PURPOSE:

The Assistant Superintendent for Curriculum, Instruction and Assessment manages the curriculum and instruction projects and issues, research and assessment, and certificated staff development for the district. This includes curriculum development, the adoption of instructional materials, instructional resources, and staff training to support the academic achievement of all students. Learning and achievement for all students is the primary focus. The Assistant Superintendent is responsible to be informed of research in education and to communicate that information to district staff and community.

ESSENTIAL JOB DUTIES

1. Keeps learning and standards-based achievement for students as the primary focus.
2. Guides development, implementation and evaluation of standards-based curriculum and instructional services; develops plans for curriculum implementation and instruction practice for K-8 education.
3. Ensures that quality materials are adopted for use by teachers and students; including supplemental resources and technology that promote learning.
4. Provides reports and presentations of major issues on curriculum, instruction and assessment requiring Superintendent recommendation to the Board of Education.
5. Recommends policies to the Superintendent as related to curriculum and instruction; develops administrative regulations for the implementation of board policies.
6. Recommends selection, appointment and assignment of curriculum, instruction and assessment personnel.
7. Supervises, coaches, and evaluates site administrators, and educational services department personnel.
6. Advocates for public education; maintains high visibility and involvement in the district and community.
7. Provides for the development of staff talent to meet the District mission.
8. Directs the preparation and monitoring of budgets that pertain to curriculum, instruction and staff development.
9. Reviews, recommends or approves contracts, agreements, expenditures and documents for the Educational Services Department.

OTHER JOB DUTIES

10. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
11. Compiles required reports and interprets related data.
12. Coaching and evaluation of principals and other administrators as assigned.
13. Serves as a member of the Superintendent's Cabinet.

Other Job Duties – Continued

14. Attends Board meetings, and attends or presides over such other meetings as assigned by the Superintendent.
15. Performs other duties as may be directed by the Superintendent or required by law.

WORKING RELATIONSHIPS

Reports to the Superintendent. Supervises employees including teachers-on-special-assignment, Instructional Coaches, Instructional Materials Center staff, and department secretarial/clerical staff. Maintains positive working relationships with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, parents, staff and other constituents of the district.

WORKING CONDITIONS

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to mediate and resolve conflict; the ability to creatively problem solve; the capacity to deal with angry, distraught or hostile individuals; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of education research.
- Knowledge of curriculum, instruction and assessment.
- Knowledge of effective managerial principles, methods and practices.
- Knowledge of laws and standards related to education.
- Knowledge of facilitation techniques.
- Considerable skills with computers.
- Ability to develop and administer an instructional program to meet the educational needs of students with the fiscal capabilities of the district.
- Ability to perform problem analysis.
- Ability to use good judgment.
- Ability to organize.
- Ability to act decisively.
- Ability to lead.
- Ability to be sensitive to needs and concerns of others.
- Ability to tolerate stress.
- Ability to communicate effectively; orally and in writing.
- Ability to articulate a well-reasoned educational philosophy; be receptive to new ideas and change.
- Ability to create a climate of trust and collaboration.
- Ability to inspire high levels of commitment and achievement in others.
- Ability to establish and maintain effective working relationships.
- Ability to maintain prudent fiscal management with an emphasis on building and monitoring budgets in relation to program priorities.

Education and Experience

Masters Degree in Educational Administration with 5 (five) years of teaching experience and 5 (five) years as a school administrator; or any equivalent combination of education, experience and training that would provide the applicant the knowledge, skills and abilities to perform the duties and responsibilities required. Doctorate preferred.

Licensing and Certification

As required by law.

EVALUATION

Evaluation of the Assistant Superintendent of Curriculum, Instruction and Assessment is assigned to the Superintendent.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.