

**TITLE:** Assistant Superintendent for Instruction

**REPORTS TO:** Superintendent of Schools

1. Basic Function: The Assistant Superintendent for Instruction has the major leadership role for the supervision, direction, coordination, implementation, and improvement of the instructional program.
2. Scope of Activity: The Assistant Superintendent for Instruction is responsible for the supervision of instructional programs and certificated instructional staff.
3. Responsibilities:
  - a. Assume the duties and responsibilities of the Superintendent in his absence from the District.
  - b. Be the chief advisor to the Superintendent regarding the instructional program.
  - c. Keep the Superintendent informed concerning all phases of the instructional program.
  - d. Develop procedures to insure that the instructional programs accurately reflect the District's policies and regulations.
  - e. Identify the educational needs of students, instructional staff, and the community.
  - f. Provide professional leadership and supervision of the instructional staff for curriculum development, implementation, and evaluation to respond to the educational needs of the District.
  - g. Supervise Instructional Supervisors, Building Principals, and other certificated instructional staff members to attain and maintain effective, continuous coordination and articulation of the entire educational program among the members of each content area, among different levels within the District, and among the various content areas.
  - h. Supervise the development of pupil enrollment projections and staff projections.
  - i. Supervise the recruitment, orientation, training, and evaluation of the instructional staff.
  - j. Prepare the instructional budget and supervise the expenditures of authorized funds.
  - k. Assist the Superintendent in the interpretation of school programs to the community and keep the community informed concerning educational developments through appropriate media.

- l. Be a member of the Superintendent's Cabinet.
- m. Attend and participate in Board of Education meetings.
- n. Perform all other duties assigned by the Superintendent.

Revised: November 27, 2007