



<b>Title:</b>	Assistant Superintendent of Curriculum & Instruction
<b>Reports to:</b>	Superintendent
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

**QUALIFICATIONS**

Educational Specialist (Ed.S.) with a Doctoral degree preferred, but not required. Candidate must have successful experience as a school principal.

**SUPERVISES:**

Staff designated by Superintendent of Schools

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

Initiates and oversees curricular and instructional programs designed to improve instruction and student achievement and facilitates vertical alignment.

Provides curricular and instructional support for teachers in high need schools and coordinates efforts with, principals, directors, and academic coaches.

Designs monthly curriculum professional development opportunities that align with the district's mission and goals.

Stays abreast of current educational developments and the literature; participates in the affairs of state and national professional societies.

Proposes budgetary needs for school-wide, level-wide, and/or district-wide implementation of instructional programs.

Maintains various records and statistics regarding student enrollment, student test scores, staff organization, etc.; monitors various trends, analyzes community attitudes about and involvement in schools; creates annual reports to fulfill state and local requirements.

Leads the process of creating and revision curriculum guides that are inclusive of pacing, scope, and sequence, instructional strategies, sample assessment items, aligned resources, and linkage to *North Carolina Common Core & Essential Standards*.

Previews, reviews, and evaluates instructional strategies and curricular programs to determine selection and implementation.

Assists principals with school-based staff development plans.

Assists school staff with community relations and parent involvement issues; coordinates with various community agencies to meet the needs of students; provides information to the local media when appropriate as related to curriculum and instruction.

Maintains open communication with all levels of the school system hierarchy; serves as liaison between schools and the various departments within the Central Office; maintains regular contact with other directors to exchange ideas, share information and develop plans.

Serves as a member of the district-wide planning teams.

Maintains various records and statistics; creates annual reports to fulfill state and local requirements.

Monitors Federal and State budget expenditures. Performs other related work as required.

Remains abreast of developments and innovations in teaching and learning by reading current literature, attending professional association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.

Accepts from the Superintendent of Schools such responsibilities as the Superintendent of Schools chooses to delegate, and assumes full responsibility for discharging them.

Developing and monitoring the District Strategic Plan.

Developing and monitoring NC Race to the Top required scope of work