

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

**[ASSOCIATE] ASSISTANT SUPERINTENDENT – [INSTRUCTIONAL SUPPORT SERVICES]
CHIEF ACADEMIC OFFICER**

SALARY SCHEDULE: ASSISTANT SUPERINTENDENT

COST CENTER: OFFICE OF THE SUPERINTENDENT (9039)

QUALIFICATIONS:

- (1) Master's Degree [Doctoral Degree] from an accredited educational institution required; Doctoral Degree preferred.
- (2) Experience in public school systems, including teaching and administration positions, illustrating a successful progression of broader responsibilities.
- (3) Certified in Educational [School] Leadership.
- (4) Minimum of five (5) years successful experience in school-based and/or central office educational leadership.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends in research in curriculum and instruction. [exceptional student education and student services; issues related to exceptional student curriculum and instructional techniques; rules, regulations, statutes, policies, special programs and procedures affecting individuals with disabilities on a federal, state or local level. Ability to provide consultation and advice to teachers, parents, principals and district staff on exceptional student education and student services policies, procedures, rules, regulations and laws. Knowledge of services and regulations of community agencies including Child and Family Services and the Health Department. Ability to organize and conduct meetings to provide conflict resolution, to communicate, plan and disseminate information and interpretations of technical issues related to exceptional student education and/or student services. Ability to communicate effectively both orally and in writing.] Knowledge of national, state and district educational goals and standards. Knowledge of current research and proven best practices in effective schools literature and continuous quality improvement in education. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of statutory and regulatory requirements, the Course Code Directory and Florida Statutes related to curriculum and instruction requirements, and the Pupil Progression Plan. Ability to balance several job functions at one time and work under a heavy work load. Ability to represent the District at various local, state and regional functions. Ability to supervise personnel. Ability to organize, plan and present information to various audiences. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

[To provide support and guidance to the Superintendent in areas of Pupil Support Services and to provide support services District-wide to all students.] Promote and maintain the District's high achievement status in the State. Create and communicate a common vision for the growth and development of all students. Provide support and guidance to the Superintendent in areas of curriculum and instruction.

SUPERVISES:

Executive Directors, [Curriculum and Instruction] Elementary, Middle, High, Pupil Support Services, Integrated Instructional Support, and Workforce Development
[Director, Pupil Support Services]

[Supervisors, Pupil Support Services]
 [Assigned Principals]
 [Assigned Support Personnel]

[ASSOCIATE] ASSISTANT SUPERINTENDENT, [INSTRUCTIONAL SUPPORT SERVICES] CHIEF ACADEMIC OFFICER (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) [Provide leadership, direction and oversight for the planning, development, implementation and evaluation of Pupil Support Services.]
Engage stakeholders through collaborative efforts in order to build trusting relationships and promote high student achievement.
- * (2) Supervise efforts to continuously improve student achievement for all students.
 [Analyze current practices for exceptional student education, student services, and other pupil support services and make recommendations for more effective programs, practices and procedures.]
- * (3) Monitor all areas of school accountability, including assessment data.
- * (4) Develop leadership qualities in staff in order to build district-wide capacity.
- [* (4)] * (5) Serve as the major advisor to the Superintendent in matters relating to the successful operation of the District.
- [* (5)] * (6) Establish goals, policies, procedures, regulations and processes with appropriate executive [division] directors and administrators [supervisors].
- [* (6)] * (7) Ensure compliance with School Board, District and state policies and guidelines in assigned areas of responsibility.
- [* (7)] * (8) Assume [primary] responsibility for overseeing and implementing grants related to school improvement.
- * [(8) Coordinate and evaluate all special school programs, including dropout prevention, alternative education, second chance, exceptional and charter schools.]
- * [(9) Supervise the development of federal budget allocations and related District procedures.]
- [* (10)] * (9) Submit an annual budget based on assessed needs, District philosophy, District goals and short- and long-term objectives.
- [* (11)] * (10) Supervise the budgeting processes and cost savings programs associated with all aspects of the instructional division.
- * [(12) Develop and implement effective parent education program(s).]
- [* (13)] * (11) Serve as a liaison for the District with appropriate community, state and/or national agencies.
- [* (14)] * (12) Represent the School District in relationship to community, state and/or national efforts and concerns.
- [* (15)] * (13) Serve as Acting Superintendent in the absence of the Superintendent and represent the office of the Superintendent at official functions and activities as directed by the Superintendent.
- [* (16) Supervise and coordinate the efforts of various departments within the instructional and student support services areas, including the Department of Instruction, Support Services, Pupil Support, Workforce Development, school directors, Alternative / Charter Schools and federal projects as they relate to instructional implementation.]
- [* (17) Disseminate information which explains Pupil Support Services.]
- [* (18)] * (14) Work cooperatively with all business areas to ensure that instructional concerns are represented in all decision making.
- [* (19)] * (15) Establish and maintain effective communications with the community, including responding to [to include] community feedback, [as well as appropriate response to] public inquiries, and suggestions.
- [* (20)] [Promote and support professional growth and development for division personnel]

[ASSOCIATE] ASSISTANT SUPERINTENDENT, [INSTRUCTIONAL SUPPORT SERVICES] CHIEF ACADEMIC OFFICER (Continued)

- [*21)] *(16) Develop and promote professional development in curriculum and instruction for all instructional staff and PLC teams.
- [*22)] *(17) Keep up-to-date and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility.
- [*23)] *(18) Keep the Superintendent abreast of activities of the division of Pupil Support Services.]
- [*24)] *(19) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- [*25)] *(20) Provide technical assistance to school-level personnel in matters pertaining to assigned areas.
- [*26)] *(21) Supervise the administrators, assigned as his/her responsibility in the evaluation of personnel and the management of each cost center.]
- [*27)] *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- [*28)] *(23) Evaluate the effectiveness of Pupil Support Services in compliance with School Board policy.]
- [*29)] *(24) Coordinate work of Pupil Support Services with other District programs as needed.]
- [*30)] *(25) Recruit and recommend qualified personnel to fill vacancies as needed.
- [*31)] *(26) Serve on the Superintendent's Leadership Team.
- [*32)] *(27) Make and share decisions in a timely manner.
- [*33)] *(28) Establish high expectations for self and others.
- [*34)] *(29) Demonstrate initiative in recognizing needs or potential for improvement and take appropriate action.
- [*35)] *(30) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- [*36)] *(31) Facilitate problem solving by groups or individuals.
- [*37)] *(32) Exhibit support for the District's vision, mission, goals and priorities.]
- [*38)] *(33) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities