

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Assistant Superintendent of Academic Services
Reports To: Deputy Superintendent of Students & Schools

SUMMARY

Develops, oversees, and manages day-to-day operations of academic services for the District. Plans, develops, and implements functions related to curriculum, instruction, assessment, and professional learning and communicates with residents of the District regarding the instructional programming. Assists the Deputy Superintendent of Students & Schools substantially and effectively in the task of providing leadership in developing, achieving, and maintaining the best educational programs and instructional services for the students of the District.

QUALIFICATIONS/REQUIREMENTS

Specialist Degree in Educational Administration; Doctorate degree in Educational Administration or Curriculum and Instruction preferred. Three years of prior administrative or supervisory experience is required. Building and Central Office administrator experience preferred.

ESSENTIAL JOB DUTIES

- Works with the Superintendent, Deputy Superintendents, Board, Cabinet, principals, faculty, and community members, as appropriate, in developing philosophy, goals, policies, and regulations for the smooth implementation of the instructional program.
- Provides leadership for the District's academic services programming, including curriculum, instruction, assessment, professional development, instructional technology, state and federal programs, grants management, state reporting, strategic planning, MSIP accreditation, and school improvement efforts. Included in this responsibility is the observation and evaluation of designated personnel.
- Provides leadership to ensure the understanding of and the promotion of the educational objectives of the District.
- Coordinates all formal efforts of the professional staff in projects for instructional programming, curricular improvement, and increased student achievement.
- Stays current on developments in organizational leadership, curriculum, instruction, assessment, and school improvement to improve student outcomes and provide a positive climate in schools.
- Participates as a contributing member to the general administration of the school district under the direction of the Deputy Superintendent of Students & Schools.
- Supervises the development of curriculum documents and related materials prepared by personnel and to be distributed among the instructional staff.
- Supervises the process of selection of textbooks and instructional materials for the District.
- Keeps informed of the development of curriculum and demonstrates leadership in implementing appropriate instructional materials, strategies, and programs for the District.

ESSENTIAL JOB DUTIES (cont'd)

- Oversees the recommendation to the Superintendent and the Board of Education for the addition of new courses, the grade placement of courses, the designation of courses for honors or college credit, and the setting of district graduation requirements.
- Oversees the District's assessment program, uses data to inform curriculum and instruction needs, and regularly reports out on student performance.
- Coordinates, evaluates, and reports out on the District's MSIP accreditation process and results. Makes recommendations for continual improvement.
- Oversees, collaboratively plans, and facilitates the development of strategic planning processes for the District, including the District's Comprehensive School Improvement Plan and individual building School Improvement Plans.
- Demonstrates leadership in assessing needs, planning, administering, and evaluating a multifaceted in-service education program for administrative, instructional, and support staff in the District, including a continuous orientation program for new teachers. Oversees the District Professional Development committee.
- Supports the effective use of instructional technology to improve student achievement and learning.
- Coordinates the District's efforts in seeking and administering state and federal programs in the area of academic services. Work cooperatively with non-public schools for programs for which they are eligible.
- Coordinates District grants and applies for funds and programs that fit District needs.
- Assists in the development and coordination of the areas of the District budget and staffing plan that pertain to academic services.
- Presents findings and recommendations to the Board of Education, administration, faculty, and general public regarding key academic services functions, programs, and initiatives.
- Ensures that all District curriculum is approved by the Board of Education in accordance with state regulations and District needs.
- Facilitates and participates in collaborative processes to ensure stakeholders are aware of and able to give feedback regarding key curriculum, instruction, and school improvement initiatives.
- Serves as District representative to various county, state, and regional curriculum associations and committees.
- Works with the administration and faculty in organizing and coordinating appropriate grade-level and departmental meetings, special committees, and professional development efforts in order to appropriately support the K-12 instructional program.
- Work collaboratively with community partners, higher education, and workforce development leaders to ensure instructional programming and course offerings are rigorous, varied, and meet the needs of our students and community.
- Collaboratively plans and facilitates District administrator meetings and new administrator training and provides ongoing training and support for administrative staff.
- Collaborates with the Deputy Superintendent of Staff and Operations to recruit, hire and support building principals and assistant principals.
- In coordination with the Deputy Superintendents, supervises and evaluates principals.

ESSENTIAL JOB DUTIES (cont'd)

- Provides leadership in the articulation and/or coordination of:
 - Federal Title Programs
 - Summer School Programming (K-12)
 - Comprehensive Counseling Curriculum, Department, and resources for families
 - State Reporting, Data Submissions, and MSIP Accreditation Required Documentation
 - Student Information System and Student Records
 - Virtual Programming and MoCAP
 - A+ Schools Program
- Participates in tax levy and bond issue campaigns.
- Attends meetings of the Board of Education.
- Establishes and maintains effective working relationships with staff and the school community.
- Speaks clearly and concisely both in oral and written communication, consistent with the duties of this position.
- Performs duties in full compliance with all District requirements and Board policies.
- Maintains regular attendance.
- Maintains confidentiality and unquestionable integrity.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Deputy Superintendent of Students & Schools and/or Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Assistant Superintendent of Academic Services shall be employed on a twelve-month basis with twenty-five (25) days of vacation. The salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on the evaluation of administrative personnel.