



Title: Associate Superintendent for Curriculum and Instruction

**Qualifications:**

- Superintendent's license
- Principal's license or curriculum instructional specialist license at the advanced level.

**Supervises:** Administrative, Instructional, and Support Personnel

**Nature of Work:**

To provide leadership in establishing system-wide goals, assists in the development of a comprehensive program plan, effectively communicates with staff and community and in the planning for professional development of self and staff.

**Essential Job Functions:**

- Provides leadership in establishing system-wide goals; assists in the development of a comprehensive program plan, effectively communicates with staff and community and in the planning for professional development of self and staff.
- Coordinates, facilitates, manages, and supervises activities of staff and reports on the status of services.
- Develops and coordinates personnel policies and procedures.
- Assists in preparation of budget and administers budget in accordance with required procedures.
- Maintains accurate and current inventories of equipment, materials, and supplies in accordance with required procedures.
- Assists in the development and implementation of policies and provides leadership in assessing personnel.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_