

# Assistant Superintendent

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

TITLE: Assistant Superintendent

### QUALIFICATIONS:

#### Education /Certification

- Maine Department of Education certification as Assistant Superintendent or equivalent/State of Maine Administrator Certificate 015
- Minimum of Masters Degree educational leadership, curriculum and instruction, or related field Special Knowledge/Skills
- Successful experience working in a leadership role in education
- Excellent communication and collaboration skills
- Working knowledge of curriculum development, professional development, assessments, and federal grants
- Working knowledge of Maine State Learning Results and requirements of the state & local assessment system
- Ability to evaluate existing programs and recommend new initiatives relative to curricular and professional staff needs
- Understanding of school law and school policy development
- Capacity to supervise members of the administrative team

#### REPORTS TO: Superintendent of Schools

JOB GOAL: Responsibilities will include, but are not limited to, assisting the Superintendent in the overall administration of the District, managing and leading to accomplish District priorities, and facilitating the development and implementation of district-wide curricula, assessment, and instruction and staff professional development programs that support the vision, mission, and values of the Cape Elizabeth School Department.

#### SPECIFIC PERFORMANCE RESPONSIBILITIES MAY INCLUDE BUT ARE NOT NECESSARILY LIMITED TO:

##### Administration/Organizational Management:

- Assume the responsibility for development, revision, and evaluation of the district's curriculum and professional development program
- Plan, organize, and direct implementation of district curriculum and state/local assessment system. [NWEA]
- Serve as Re-certification Committee Liaison with the ME DOE
- Provide leadership and coordination in collecting and using assessment data to improve student learning
- Supervise the maintenance of accurate records on K-12 curriculum and related assessments

- Conduct committee meetings at both the district and building level as necessary for district coordination of curriculum/assessments
- Coordinate summer work as it relates to development, implementation, and assessment of curriculum, instruction, and local assessment system Budgeting/Program Funding
- Prepare and submit the District-wide portion of the curriculum and professional development budgetary requests and monitor expenditures of allocated funds associated with: Improvement of Instruction, Gifted & Talented, ELL, Title I, and Title II Grant
- Complete grant applications and performance reports
- Seek additional grant and/or funding opportunities in the area of curriculum, assessment and professional development

## Communications

- Collaborate with administrators, department leaders, team leaders, and staff with regard to comprehensive planning in curriculum, assessment, and professional development
- Respond to written, electronic and oral requests for information with regard to professional development, curriculum, and assessment from appropriate sources
- Communicate with staff on a regular basis with regard to professional development opportunities
- Keep the Superintendent, school administrators, and staff informed of the district's curriculum, assessment and professional development related activities and initiatives
- Disseminate information related to our progress in implementing district plans and meeting district goals as related to curriculum implementation, professional development, and student achievement Curriculum/Instruction
- Provide training and resources for staff in the utilization of assessment data to inform instruction
- Work with staff at the building level with the goal of creating an ongoing cycle of implementation, review, and renewal for curriculum and assessment
- Facilitation of horizontal and vertical integration of curriculum Educational Leadership
- Participate in School Board meetings and sub-committee meetings as warranted
- Oversee the district's Gifted & Talented and ELL services
- Oversees the district's teacher and administrator evaluation system.
- Engage District Administration and staff in on-going PLC collaboration
- Assist in the implementation of Response to Intervention (RTI) Programs in Cape Elizabeth School Department
- Provide direction in the area of curriculum, instruction and professional development in all aspects of K-12 education Educational Renewal
- Assume responsibility for monitoring own professional growth and development through participation in professional organizations, attendance at regional, state, and national meetings, enrollment in advanced coursework and the like
- Keep abreast of educational changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
- Assist in the organizing of district renewal efforts and strategic planning

- Work with building principals and team leaders to design meaningful ways to monitor the implementation of the curriculum, local assessment system, and improvement of instructional strategies Professional Development
- Facilitate the implementation of instructional strategies necessary for achievement of the Maine Learning Results
- Plan, lead, and/or participate in the training of district staff as it relates to support of curriculum/assessment design and implementation
- Facilitate dialogue at the district and building levels regarding professional development to be implemented in the district
- Evaluate the effectiveness of the professional development program utilizing data related to student achievement and instructional improvement Other
- Serve as district's Affirmative Action/Title IX Coordinator
- Facilitates Evaluation Committee and oversees Teach Point
- Assign peer mentors to new staff
- Meet with mentors throughout the year
- Perform such other tasks as may be assigned

#### TERMS OF EMPLOYMENT:

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Superintendent will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED By the Cape Elizabeth School Board: June 11, 2013

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