

TRUSSVILLE CITY BOARD OF EDUCATION  
Job Description

POSITION TITLE: Assistant Superintendent of Curriculum and Instruction

QUALIFICATIONS: Master's Degree with preferred Ed.S or administration certificate in area of instructional responsibility

JOB GOAL: To coordinate and provide leadership in developing, achieving, and maintaining the best possible instructional programs and services.

REPORTS TO: Superintendent

EVALUATION: Administrator Effectiveness

PERFORMANCE RESPONSIBILITIES:

1. Attends Board meetings and prepares reports as needed.
2. Oversees and provides leadership with planning professional development, staff orientation, mentoring, and certification.
3. Adopts textbooks with teacher committees.
4. Assists principals in evaluating teachers and staff.
5. Provides leadership to ensure understanding and promotion and implementation of the standards and educational objectives of the district.
6. Guides development, implementation, and evaluation of curriculum and instructional services.
7. Oversees and monitors system testing and security. Reports system wide test scores and makes recommendations for improvement.
8. Works with principals and teacher committees in organizing and coordinating grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program throughout the district.
9. Assists in the preparation of the district's budget.
10. Oversees assignments of intern/student teachers and external research studies.
11. Coordinates and monitors all accreditation activities.
12. Designs, develops, implements, and evaluates pre-service and in-service educational activities and training programs for personnel in his/her department including substitute teachers.
13. Demonstrates a high degree of professionalism and ethics, working cooperatively with the Board, the Superintendent, administrators, and

- certificated and non-certificated personnel, parents, and students.
14. Demonstrates proficiency in written and oral communication.
  15. Maintains proper certification by attending college, workshops, and professional development course.
  16. Performs other assigned duties as directed by the Superintendent.

Board Approved: February 7, 2005

Amended: June 16, 2014; July 16, 2018; May 20, 2019