

School Administration**Central Administration and Supervisory Personnel****Assistant Superintendent – Director of Educational Programs and Innovation- Job Description**

Title: Assistant Superintendent - Educational Programs and Innovation

Qualifications: Valid certification as required by the Wisconsin Department of Public Instruction. Such qualifications as shall be required by the Superintendent and/or the Board of Education.

Reports To: Superintendent

Performance Responsibilities:**A. Provides Leadership in Curriculum Design and Implementation**

1. Implements and oversees the District curriculum plan to guide curriculum development, evaluation, and improvement process with cooperation from the Directors of Teaching and Learning.
2. Provides leadership in the identification, development, and implementation of district goals.
3. Provides leadership in the identification, development, and implementation of department goals.
4. Provides the instructional and curricular direction and leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, innovation, and achievement for all students.
5. Serves as a contributing member of the administrative team and on assigned committees.
6. Attends school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items representing the area of responsibility.
7. Provides leadership in the development, procedures and training district-wide for professional development.
8. Recommends Board Policies related to areas of responsibility and cooperatively develops administrative guidelines as needed.
9. Maintains a high level of integrity, is fair, and acts in an ethical manner.
10. Handles necessary duties otherwise carried out by the Superintendent in the event of an absence of the Superintendent.

B. Maintains Personal Professional Growth

1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
3. Maintains current knowledge of technology and systems related to job responsibilities

C. Coordinates Educational Programs

1. Coordinates and analyzes the District's data and assessment systems.
2. Coordinates the District's Educator and Principal Effectiveness Project.
3. Develops, institutes and coordinates the District's Charter School.
4. Develops, institutes and coordinates the District's online/technology/virtual vision, plan, and programming.
5. Develops, institutes, and coordinates the District's innovative instructional services and resources.
6. Coordinates, administers and generates reports for ESEA grants including but not limited to Titles I, II, and III, CWCS, School Performance Reports, and state report cards.
7. Maintains communication and coordination with District leaders.
8. Provides positive and effective leadership that promotes academic excellence for students.
9. Ensures uniformity, consistency, and articulation between elementary, middle, and high school.
10. Understands and demonstrates competence in the Wisconsin Administrator Standards and Leader Effectiveness Performance Standards (Stronge).
11. Facilitates a vision of learning and a culture of collaboration and excellence.
12. Supports a culture of innovation.

D. Supervises, Hires, and Evaluates Staff

1. Evaluates immediate subordinates and makes recommendations regarding employment, assignment, and salary.
2. Supervises Directors of Teaching and Learning.
3. Supervises and evaluates the Instructional Technology Supervisor and Technology Department.
4. Supervises the District's English Language Learner and Talent Development Coordinators.
5. Supervises and evaluates District Title II staff.
6. Works with the Director of Human Resources, Directors of Teaching and Learning and building principals during the hiring process of personnel in each program area of responsibility.

E. Additional Responsibilities

1. Maintains on-going collaboration with all administrative staff.
2. Communicates to the Superintendent the requirements and needs of the district related to curriculum, instruction, assessment, and professional development.
3. Keeps the Superintendent advised on all relevant matters.
4. Performs other duties as assigned by the Superintendent, or as appropriate to the job assignment.

Policy Approved: April 28, 2014

Policy Revised: