

JOB DESCRIPTION

- POSITION TITLE:** Assistant Superintendent Instructional Services K-12
- REPORTS TO:** Superintendent of Schools, who evaluates and provides direct supervision and consultation.
- SUPERVISES:** Secondary Principals; Director of Special Education, Director of Applied Technology; Director of PE and Athletics; Interdisciplinary Curriculum Specialists; K-12 Guidance Specialist; and Head Teachers for Fine Arts.
- COORDINATES WITH:** Assistant Superintendent and Directors
- WORK YEAR:** 12 months

The Assistant Superintendent Instructional Services K-12 supervises, coordinates, and assists in the delivery of instructional services and programs for all schools and personnel.

Primary Duties:

1. Evaluates and supervises Secondary Principals.
2. Evaluates and supervises Director of Special Education, Director of Applied Technology; Director of PE and Athletics; Interdisciplinary Curriculum Specialists; K-12 Guidance Specialist; Special Services Administrator K-12; Head Teachers for Fine Arts.
3. Assists in the preparation of the operating budget as it relates to the delivery of instructional programs, K-12, and special education; advises on the total budget.
4. Oversees development, review, coordination, and evaluation of curriculum; recommends modifications when needed.
5. Provides overall direction to pupil personnel services including special education and health education.
6. Coordinates and implements staff development activities throughout the District.
7. Handles student issues as they relate to instructional programs.
8. Oversee the selection of instructional materials.
9. Oversees student suspensions, expulsions, and issues related to maintaining a safe school environment at the secondary level; collaborates with City agencies related to student welfare.
10. Chairs in-district committees at the request of the Superintendent.
11. Assists with and participates in public relations/information activities related to instructional services.

12. Serves as a resource person to the Board of Education.
13. Performs such duties as may be assigned by the Superintendent.

Subsidiary Activities:

1. Serves as a resource person in collective bargaining.
2. Works with the superintendent and business administrator in the development of educational specifications for new and renovated school projects.

Combination Tasks:

Provides input to capital improvements projects.

Minimum Requirements:

Meet New Hampshire certification requirements. Masters degree with emphasis in school administration. Eight years educational and/or related experiences, including significant administrative/supervisory and curriculum and instruction experience that demonstrates capabilities in human relations, planning, and evaluation.

Board Approved 12/18/95
R/Bd Approved 04/08/02