



JOB TITLE	DEPARTMENT	REPORTS TO
Chief Academic Officer	Curriculum	Deputy Superintendent

Position No: 63003	Length of Work Year: 12 Months
Salary Schedule: AD08	Date Approved: 2/10/15
FSLA: Exempt	Date Revised:

JOB GOAL
<p>This position exists to provide responsible assistance to the Superintendent with leadership and supervision in developing, achieving, and enhancing educational programs and related services. This position supervises and manages all academic service areas which include, but are not limited to, academic improvement, curriculum and instruction, professional development, testing and accountability, federal programs, extracurricular activities, and support services. Administers school improvement efforts and addresses academic concerns of teachers, parents, administrators, students, staff, and the community. The employee works with other divisions and outside agencies to share information and determine the most efficient means of meeting student needs. The employee reports directly to the Deputy Superintendent and works on various special projects as assigned.</p>

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree or higher with Florida Certification in Administration and Supervision, Educational Leadership, or School Principal. 2. Three (3) years successful experience as a teacher, and five (5) years successful experience in an educational management position/principalship. 3. Demonstrated knowledge of learning theory, program planning, curriculum development, and management of instructional programs. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Serves as the leader of all areas aligned to academic outcomes, including but not limited to, academic improvement, curriculum and instruction, professional development, testing and accountability, federal programs and related support services. 2. Directly supervises leaders of all departments in this division which including but not limited to, academic improvement, curriculum and instruction, professional development, testing and accountability, federal programs and related support services. 3. Sets goals for the division and assists with planning academic programs; assists assigned staff with decision making and problem solving; monitors progress of the programs. 4. Works closely with administrators in all academic areas to evaluate existing curriculum programs based in part on general observation and the results of student testing and determines the need to update School Improvement Plans (SIP). 5. Implements program evaluation and data-driven processes to guide the work of the academics division and to assist in making informed programmatic decisions. 6. Develops collaboration and cross-departmental teams to improve services and develop the capacity of schools for continuous improvement. 7. Provides direction for the improvement of student achievement in grades K-12 system-wide; develops, organizes and implements models of technical assistance for schools with low student achievement; develops, organizes and implements models of continuous improvement for schools with average – to – above average student achievement.

8. Prepares and delivers written and oral presentations on academic accountability to the School Board, principals, teachers, parents and community groups; attends regular meetings of the School Board; conducts staff meetings; attends other related meetings.
9. Collaborates with school system departments, community agencies, local universities, etc.; seeks advice from, as well as shares information with each group; maintains contact with other school systems to share ideas and information.
10. Assumes leadership role on the Superintendent's Executive Staff; assists with long-range strategic planning; assists with developing system-wide budgets, plans, policies and activities; performs various duties as assigned by the Superintendent.
11. Supervises and conducts personnel administration duties for direct subordinates, including hiring and firing, evaluation, assigning special duties, monitoring attendance and travel reports, and granting leave.
12. Serves as the liaison between the State Department of Education and the instructional staff of the district in communicating and planning program requirements of the State Statutes, State Board of Education Rules and Regulations, and mandated federal programs.
13. Provides leadership in planning and acquiring appropriate teaching materials, textbooks, and equipment.
14. Provides leadership for processes relative to accreditation by the Florida Department of Education and by the Southern Association of Colleges and Schools.
15. Performs other duties as assigned by the Deputy Superintendent.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.