

Sheffield City Schools
Job Description – Deputy Superintendent for Curriculum & Instruction

POSITION TITLE: Deputy Superintendent for Curriculum & Instruction

QUALIFICATIONS:

1. A valid Alabama certificate as an Administrator.
2. An Ed.S. degree from an accredited college or university with specialization in the area of administration, supervision, and evaluation of educational programs.
3. At least five years' experience as a school administrator, preferably as a director of district-wide programs or member of the central administrative staff with direct staff responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: Plans, organizes, leads, directs, and coordinates a variety of programs, projects, and activities related to the function of teaching and learning. Provides administrative leadership to the local principals in the administration and operation of his/her school in developing, achieving and maintaining an excellent instructional program and support services to provide the best possible environment for learning.

SUPERVISES: **Instructional Programs Associated with:**

- Accreditation/Assist
- Arts Education
- At-Risk Programs
- Career and Technical Education
- Curriculum and Instruction
- Federal Programs
- Professional Learning
- School Safety
- Technology Programs

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Provides administrative and technical expertise regarding assigned functions; formulate and develops policies and procedures, reviews and evaluates services and makes necessary adjustments.
2. Develops and continually assesses academic standards, content standards, and academic progress as they relate to measurable school performance and student outcomes.
3. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files; assures accuracy of federal and state reporting in regard to the functions of teaching and learning.
4. Communicates with other administrators, system employees, and contacts to coordinate activities and programs, resolves issues and conflicts, and exchanges information to assure effective and productive services.
5. Supervises and evaluates the performance of other executive staff, makes recommendations for assignments of personnel, coordinates and arranges for appropriate training for subordinates.
6. Assists in the development of the annual budget for teaching and support, analyzes and reviews budgetary and financial data, monitors and authorizes expenditures in accordance with Superintendent approval.

7. Monitors and reviews existing and proposed laws and regulations affecting teaching and learning.
8. Assumes responsibility for acting as a representative of the Sheffield City Board of Education.
9. Assess, with the principal, all programs in each school and assist in the modification of programs.
10. Assists principals in assessing academic standards, content standards, and academic progress as they relate to measurable school performance and student outcomes.
11. Assists principal in developing and implementing long and short-term plans and activities including recommended prioritization of resources.
12. Assists principal in interpreting and adhering to all laws, policies and procedures relating to school operations.
13. Assists with evaluating and recommending professional development plans for school principals.
14. Assists in interviewing and evaluating potential candidates for school administrative, certified, and classified positions.
15. Assumes responsibility to perform such other tasks and assumes other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve months. Salary to be established by the Board.

EVALUATION: Performance will be evaluated in accordance with provisions of the evaluation procedures of the Sheffield City Board of Education.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.

Revised October 24, 2016