



Job Description

Job Title: Assistant Superintendent Academics

Position Code: 1E27, AE27, RE27

Job Classification: Exempt

Supervisor: Superintendent

Pay Grade: 55

Contract Length: 245 Days

Job Summary

Position is responsible for providing leadership and direction for curriculum and instructional initiatives and school leadership for the school division working with the Executive Directors of Curriculum and Development, Executive Directors of School Leadership and Executive Director of Youth Development and Student Advancement; directing the operation of all schools in the school district in partnership with the assigned Executive Directors; setting program direction in all schools through the creation of structures, plans and programs for the schools and for the implementation of curriculum and instruction; and ensuring the Executive Directors conduct observations of the schools, assist and advise principals, and evaluate principals annually. Position advises the Superintendent on issues within assigned area of responsibility; communicates with the School Board and the community regarding division programs; ensures compliance with state and federal regulations; administers the department budget and supervises staff; formulates and defines long-range plans and strategies; guides policy development and program design; coordinates implementation through department staff;

Essential Duties

1. Leads and supervises the school division's curricular and instructional programs designed to improve instruction and student achievement, preschool through high school, to include all academic functions.
 - Formulates and recommends curricular and instructional policies that best serve students and staff;
 - Recommends curriculum and establishes/approves curriculum work plans to ensure alignment with the division's strategic plan and federal, state and national standards;
 - Interprets curricular and instructional needs, programs, philosophy, and policies of the school division to staff, students, and the community at large;
 - Continually monitors and evaluates the performance and effectiveness of division-wide instructional programs and services and directs program modifications as needed;
 - Appoints and chairs committees to address division-wide curricular and instructional support concerns;
 - Directs the work of staff in recommending textbooks to the School Board for approval;
 - Monitors state and federal legislation governing curricular and instructional programs and ensures that the division is in compliance;
 - Directs the preparation of reports necessary to carry out the functions of the department.
2. Ensures a sound organizational structure for curriculum, instructional and school leadership operations; supervises, provides feedback, evaluates, and directs the work of departmental personnel; plans and conducts staff meetings on a regular basis for the effective functioning of the department; determines training needs; and establishes and conducts staff development for school administrators in curriculum, instruction and related issues.

3. Responsible for all matters related to school based-employees, including but not limited to, principals, assistant principals, teachers, and all educational support staff. Directs and assists Executive Directors and principals with decision making and problem solving; in consultation with the other Assistant Superintendent, as appropriate.
4. Responsible for developing and implementing school division programs which strengthen youth-adult partnerships and facilitates authentic youth engagement at the individual school and school division level. Responsible for the development and facilitation of positive behavior support programs and other youth development programs designed to improve student behavior and promote positive school climate and culture.
5. Participates in high-level planning and decision making with other executive staff members.
6. Ensures that the Superintendent is kept fully informed on the operations of the Department; provides support and advice to the Superintendent and school principals on curriculum and instructional matters.
7. Establishes an effective working relationship with the School Board in order to accomplish goals and objectives; attends School Board meetings/work sessions; and prepares and presents reports for the School Board as requested.
8. Prepares and monitors the department budget and seeks outside funding; reviews and authorizes requests for the purchase of instructional materials.
9. Communicates with internal and external audiences on local, state and national levels to articulate information regarding division curriculum and instructional support programs.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge of developments and research in the profession.
2. Performs any other related duties as assigned by the Superintendent.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities Required)

Must possess a Master's degree (Doctorate preferred) and be eligible for a Virginia License in administration and supervision. Must possess extensive experience in the administration and supervision of instructional programs in public schools. Must possess budget planning experience. Must possess a comprehensive knowledge of the principles, practices, and current issues in the provision of instructional programs and curriculum within a public school division. Must possess a demonstrated ability to support division goals and programs through instructional initiatives within budgetary guidelines. Must possess the ability to develop and evaluate policies, long-term plans, and instructional programs. Must possess excellent leadership, management, and communication skills. Must possess the ability to speak effectively before large groups and high level executives. Must possess the ability to establish and maintain effective working relationships with school division officials, staff, and the public.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is

usually moderate.

Supervision Exercised: Position provides overall supervision to Academic Services Staff

Supervision Received: Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant Superintendent of Academics will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

The division reserves the right to revise, delete, or add provisions to the Job Summary, Essential Duties, Job Specs., Knowledge Required, Working Conditions, and any other provision of the posting for a position, should the school division decide to re-advertise the position.

Newport News Public Schools does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices as required by Title VI, Title VII, Title IX, Section 504, and ADA regulations. Nina Farrish, Employee Relations Coordinator, at 12507 Warwick Blvd., Newport News, VA 23606. (757-881-5061), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.