

ASSISTANT SUPERINTENDENT FOR CURRICULUM, INSTRUCTION, AND ASSESSMENT

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: Supervises curriculum, instruction, and assessment processes and departments.

PERFORMANCE RESPONSIBILITIES:

1. Leads in the supervision of educational programs and recommends to the superintendent such changes and improvements as needed.
2. Integrates instructional programs among schools and articulates curricula between elementary and secondary grade levels.
3. Oversees with principals in the development and implementation of the school improvement plans.
4. Oversees and engages in an ongoing evaluation of the effectiveness of the curriculum, instruction, assessment, instructional programming, and professional development.
5. Prepares and assists with applicable necessary local, state, and federal reports as required including Title I, Title II, and Title III.
6. Coordinates district administrative professional development.
7. Oversees coordination of textbook adoption procedures, fee setting, and textbook ordering.
8. Leads in the development and coordination of curriculum writing and articulation.
9. Evaluates and supervises coordinators and directors according to the administrative structure flow chart.
10. Oversees district programs such as Title I, High Ability, LAP, and special initiatives such as AVID, Golden Apple, and the Martin Luther King Expressions of Freedom Contest.
11. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised May 2016