

ASSISTANT SUPERINTENDENT FOR SECONDARY EDUCATION

JOB DESCRIPTION

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To lead, integrate, and articulate curricula for instructional programs among the secondary schools and grade levels.

PERFORMANCE RESPONSIBILITIES:

1. Recruits, interviews, screens, and recommends of qualified candidates for positions on the professional staff.
2. Supervises the Career and College Readiness program.
3. Engages in an ongoing evaluation of the effectiveness of the instructional program in the areas of responsibility.
4. Prepares and administers the budget for instructional materials, equipment, and furniture.
5. Prepares applicable local, state, and federal reports as required.
8. Evaluates and supervises secondary school principals.
9. Leads principals and school teams in the development and implementation of the school improvement plan.
10. Recommends student placement and/or admittance decisions with reference to in-system transfers.
11. Oversees student discipline and due process procedures for students.
13. Oversees the student expulsion process.
14. Assists in the prevention and resolution of parent/community concerns.
15. Initiates and maintains effective liaison with other school districts and with private schools in order to keep abreast of new educational developments and ideas
16. Meets periodically with secondary guidance counselors in order to enhance their services to students, staff, and community.
17. Reviews student field trip requests and professional leave requests.

18. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised June 2016.