

## **Yorktown Central School District**

### **Proposed Job Description**

#### **Assistant Superintendent for Curriculum, Instruction and Professional Personnel**

- Coordinates the development, implementation and evaluation of curriculum K-12.
- Supervises directly all task forces developed to determine, implement and/or evaluate district curricula or instructional objectives.
- Supervises the principals with regard to K-12 curriculum and instruction.
- Assists the Superintendent in developing, facilitating and implementing a staff training and staff development program based on instructional priorities.
- Assists the Superintendent with observation of teachers and support staff.
- Assists with the development of in-service programs and opportunities based on the district's instructional priorities.
- Administers the K-12 testing program, including providing materials, arranging for scoring services, analyzing results, arranging schedules and causing periodic reevaluation of the program.
- Coordinates the district's K-12 Compensatory Education Plan and its implementation.
- Supervises the Directory of Technology in order to assist the Director in the development and implementation of district-wide of educational technology.
- Supervises the integration of technology into the curriculum.
- Coordinates the district's K-12 child abuse assessment and reporting procedure.
- Serves as the district's representative to the BOCES Curriculum Council.
- Serves as an administrative member on the Professional Improvement Proposal Review Committee and the Extra Credit Committee.
- Coordinates budget preparations for all instruction programs and assist in the development of the district budget.
- Coordinates the district's Gifted and Talented Program and its implementation.

- Prepares all necessary reports for the Board of Education as directed by the Superintendent of Schools.
- Hear and acts on parental appeals of decisions of the principals.
- Supervises the preparation of all program and curriculum guides, course description and other publications describing school programs.
- Coordinates student teacher placements.
- Assists with the administration of school district on a day-to-day basis.
- Serves in an advisory capacity to the Superintendent of Schools in the evaluation of building administrators.
- Meets with consultative committees established under the negotiated contracts.
- Approves outside requests from individuals and groups regarding posters, materials, literature, etc.
- Supervises the Coordinator of the Consortium for Community Education.
- ? In concert with the Assistant Superintendent for Business, Facilities and Non-Instructional Personnel manage the Office of Human Resources, including benefit coordination, contract management, recruitment, selection, placement, staff attendance, employee files, certification, civil service, extra credits, extra curricular programs and other related areas.
- ? Assists the superintendent in developing and implementing a new teacher orientation program.
- ? Serves as the administrator for all contracts which the district has with professional and support service groups.
- ? In concert with the Superintendent assist in all grievance, arbitration, and court matters related to personnel.
- ? Serves as Title IX Compliance Officer for all personnel and K-12 student concerns.
- ? Assists the Superintendent at Superintendent's hearings under Education Law 3214.
- ? Assists the Superintendent in developing grant proposals for additional funding.
- ? Serves as Records Management Officer.

- ? Assists the Superintendent in preparing student population projections, population migration studies and other related demographic studies.
- ? Undertakes special planning, research, evaluation, statistical analysis, collection and summarization of data as needed to aid in decision making.
- Performs such other responsibilities as assigned by the Superintendent.

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