

JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent, Teaching and Learning	JOB CODE: 601Z
DIVISION: Academic	SALARY SCHEDULE: Executive Pay Band
DEPARTMENT: Teaching and Learning	WORK DAYS: 238
REPORTS TO: Chief Academic Officer	PAY GRADE: CZ00
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides vision and leadership in the ongoing establishment of goals, planning, development, coordination, implementation, and evaluation of curriculum, instruction, assessment, and staff development to ensure that each student is provided with a rich and rigorous educational experience.	

REQUIREMENTS:

1.	Educational Level: Specialist Degree required; Doctorate Degree preferred
2.	Certification/License Required: Valid Georgia Leadership Certificate – Level 6
3.	Experience: 10 years educational experience (5 years successful teaching experience and 5 years administrative experience)
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication with demonstrated ability to communicate effectively in person by e-mail and by phone to resolve issues related to areas of responsibility; ability to promote a positive learning culture; thorough knowledge of and practical experience with concepts and principles of curriculum design, development, and evaluation; knowledge of rules and regulations pertaining to instructional and assessment programs; knowledge of practical application of adult learning principles; practical experiences with evaluation, assessment, accountability, and school improvement planning including interventions for students and schools; proficient in integration of instructional technology; knowledge of school administration and public relations; ability to develop and successfully carry out implementation plans; ability to develop and motivate staff

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises, hires, and evaluates staff and ensures efficient divisional efforts through appropriate delegation.
3.	Guides the development, revision, and implementation of K-12 vertical curriculum in all subject areas including alignment to resources, assessment recommendations, suggested teaching strategies, and classroom activities, and assures that curricula are aligned to national and state standards.
4.	Develops and implements educational activities, both strategic and operational, including metrics to track and evaluate progress, and monitors the collection and analysis of data to improve the instructional program.
5.	Develops and refines tools for appropriate assessment of students, schools, and organizational performance; monitors the collection and analysis of data to improve the instructional program, and oversees the interpretation of assessment and other data to staff and community and monitors results of student learning.
6.	Guides school leaders in the development of school curriculum, facilitates collaboration among school sites, and supervises the work of curriculum consultants and team members in order to formulate action plans and modify programs and procedures to improve district efforts.
7.	Provides school leaders the tools, support, and training needed to refine and articulate the overall instructional strategies for schools, including attention to different learning styles, different student cultural backgrounds, low ability readers, English language learners, and students with advanced capabilities.

8.	Uses knowledge of research designs, statistical methodologies, and Family Educational Rights and Privacy Act of 1973 (FERPA) laws related to confidentiality of student information to review and approve research applications.
9.	Plans, implements, and evaluates the integration of technology and electronic tools in teaching, learning, management, and communication.
10.	Prepares, completes, and maintains required documentation that is current, accurate, and complete and submits requested information in a timely manner.
11.	Develops, oversees, and evaluates the effectiveness of a world-class professional development program to improve learning for staff and administrators.
12.	Builds out the principal development program to support principals, assistant principals, and teacher leaders.
13.	Budgets resources (funding, time, people, technology, etc.) appropriately to achieve district priorities and supports and monitors local, state and federal guidelines, rules, and procedures for sound fiscal management of division funds.
14.	Responds professionally to common inquiries or complaints from all stakeholders on a variety of curriculum, instruction, and assessment topics.
15.	Promotes community understanding of Cobb County School District goals, missions, and programs and serves as an ambassador and advocate for Cobb County School District.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____