JOB TITLE:	ASSISTANT SUPERINTENDENT TEACHING AND LEARNING
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 16
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4008
BARGAINING UNIT:	CERX

REVISED: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

Provides leadership for the planning, development and implementation of the District's curricular and instructional resources, professional learning, federal programs including Title 1, 2, and 4, Gifted and Talented, District Teacher and Leader Development initiatives and Library Media Services. Collaborates with other Assistant Superintendents to determine school and District academic, instructional and professional learning needs and on-going plans for support. Provides leadership to the District in complying with federal and state regulations as applicable to areas of supervision.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the development, monitoring, and revising of a comprehensive plan for adequate and equitable access of recommended District curriculum, instructional resources and assessments
- Designs, develops and/or recommends instructional approaches, resources and tools to support teachers in design and implementation
- Ensures that instructional resources are aligned with the District's curriculum and recommended instructional approaches
- Creates and maintains effective systems used to determine the impact of the Teaching and Learning staff, continually monitoring to ensure supports are provided equitably to schools
- Creates and maintains effective systems to determine professional learning needs based on student achievement
- Directs District-wide capacity through professional development and training with focus on achievement gap
- Collaborates with other Assistant Superintendents in all matters relating to instructional program development and implementation, and the use of assessment data for improved student learning
- Coordinates the Gifted and Talented program and services focusing on quality, consistency, alignment with District vision and goals
- Coordinates compliance and quality of federal programs in Titles I, 2, and 4, ensuring alignment with District vision and goals
- Coordinates District Teacher and Leader Development needs and initiatives, ensuring alignment with District vision and goals
- Coordinates District Library Media Services, ensuring alignment with District vision and goals
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules and procedures relating to areas of supervision
- Evaluates staff as assigned
- Performs all other duties as assigned by Superintendent
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree with Kentucky Certification for Superintendent
Five (5) years successful administrative experience
Ten (10) years of successful public school service in a certificated position(s)
Three (3) years successful experience as a teacher
Ability to articulate vision of best practice for instructional programs
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills

DESIRABLE QUALIFICATIONS
Ten (10) years of experience as a school principal
Leadership experience in implementing and directing a variety of large-scale instructional programs and/or operations in a large urban school district
Advanced preparation or doctorate
Experience in a diverse workplace