



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant Superintendent for Elementary Curriculum and Instruction		Board Approved: 07/08/08 REVISED 4/19/16
Position Level: Administrative Salary Scale/ 12 months	FLSA Status: Exempt	Reports to Superintendent

GENERAL DESCRIPTION
To provide curriculum and instructional leadership for the administration and coordination of programs and services for elementary levels.

KEY RESPONSIBILITIES
To lead the planning, research, development, implementation and evaluation of relevant elementary instructional programs and ensure success for students in elementary programs.
To collaborate in the planning of the personnel allocation process.
To prepare an annual instructional calendar for reports, time lines, and the scheduling of items to be brought to the Board.
To provide information about current trends in elementary education to school and district leaders.
To maintain good public relations with parents and community groups for dissemination of information and feedback.
To provide consultative services to school-based leaders regarding all aspects of elementary curriculum and instructional services, including the selection of materials, equipment and budget recommendations regarding instructional materials.
To coordinate all instructional service reporting requirements.
To coordinate the SACS accreditation process.
To direct the development and implementation of the District's pupil progression plan.
To make curriculum and instructional recommendations to the Superintendent.
To supervise elementary assigned personnel and elementary principals, conduct annual performance appraisals, and make recommendations for appropriate employment action.
To serve on the Superintendent's Leadership Team.
To collaborate with members of the Superintendent's Leadership Team to ensure management and instructional goals are consistent with the educational philosophy of the District.
To coordinate and supervise all elementary summer school functions.
To perform other incidental tasks consistent with the goals and objectives of this position.

To meet on a regular basis with grade level teams for the purpose of curriculum development, refinement and implementation.
To produce elementary curriculum bulletins, guides or directories related to the district-wide instructional programs and distribute to those impacted.
To improve present instructional programs in cooperation with principals, staff and teachers.
To assist elementary textbook committees in cooperation with principals in textbook selection and adoption.
To provide leadership for the development and implementation of district elementary curriculum objectives.
To serve as a program consultant to elementary school personnel.
To maintain a close working relationship with elementary school administrators and elementary resource specialist to ensure information exchange, coordination of efforts, and general support for the decision making process.
To work with appropriate personnel in the planning, modification, and construction of school facilities.
To observe and evaluate elementary teachers as requested by principals.
To assist in the development of administrative guidelines for elementary education programs.
To make recommendations regarding elementary staff development activities.
To assist in the development of administrative guidelines for early childhood and elementary education.
To supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
To prepare all required reports and maintain all appropriate records.
To assist in the preparation of the instructional service budget.
Performs all other duties as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: Assistant Superintendent for Elementary Curriculum and Instruction	Reports to Superintendent	Position Level: Administrative Salary Scale
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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Master's Degree or higher required in Educational Administration/Supervision/Educational Leadership.
<i>Work Experience:</i>	Minimum of six (6) years successful experience in teaching and administrative experience in diverse educational fields.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple facilities/schools of the School District of Osceola County in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District.
<i>Communications:</i>	Requires regular contact with internal and external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations.
<i>Managerial Skills:</i>	Responsible for supervising multiple departments, an entire facility/school with full responsibility for effective operation and results.
<i>Planning:</i>	One to Three Years: Formal plans that exceed one year, but not three years beyond normal operational planning.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.