



Warren County Public Schools
 210 North Commerce Avenue
 Front Royal, Virginia 22630
 Phone (540) 635-2171

OFFICE OF THE
 DIVISION SUPERINTENDENT

**WARREN COUNTY PUBLIC SCHOOLS
 POSITION DESCRIPTION**

JOB TITLE: Assistant Superintendent for Instruction	LOCATION: Central Office
	JOB CATEGORY: Professional
IMMEDIATE SUPERVISOR: Superintendent	PAY GRADE: Grade 31
	FLSA STATUS: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK

Works with the Superintendent to provide leadership for all aspects of the division's PK-12 learning program, which consists of research based and data driven curricular, assessment, and instructional programs, providing 21st century instructional resources and technology access to optimize student success. This leader will collaborate with other division leaders, to ensure full implementation of the division's curriculum, teaching, learning, assessment, and instruction models. This leader will engage with all stakeholders to ensure a high quality, innovative learning program including meetings with other school division leaders, frequent personal visits to the schools, the acquisition of instructional program evaluation data for review, analysis, counseling, and guidance to instructional division personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- ◆ Directs, coordinates, and articulates the division-wide research based and data driven learning program, which consists of the curriculum, instructional, and assessment programs, PK - 12;
- ◆ Leads the development and implementation of the county-wide learning program, updates this plan, and regularly reports on the status of division education programs and services at the request of the Superintendent;
- ◆ Remains current in research and innovation and has a keen ability to put research practices into action to create and manage systemic change in the division's instructional programs.
- ◆ Plans, develops, recommends, interprets and administers major policies and procedures for the overall learning program of the schools;
- ◆ Organizes data to demonstrate efficacy of instructional programs, innovation, and need for change;
- ◆ Supervises and evaluates all Central Office staff for whom he/she is responsible;
- ◆ Leads the activities of all groups of instructional workers including all central office instructional staff to achieve a unified learning program;
- ◆ Coordinates and develops the budget for the learning program, including media and textbooks;
- ◆ Participates in determining the instructional staff needs within the division;
- ◆ Plans, implements, and evaluates the learning program with teachers and principals, including intended learning outcomes and objectives, instructional strategies, and assessment techniques;
- ◆ Partners with technology leaders to provide integration of instruction with digital conversion for best learning outcomes;
- ◆ Coordinates community scholarship giving;

- ◆ Involves instructional staff and partners with technology staff in selecting and evaluating instructional materials and technology to meet student learning needs;
- ◆ Collaborates with central office staff, principals, and teachers to select and provide learning resources such as textbooks, supplemental materials, and online programs.
- ◆ Directs instructional and curriculum services and their respective integration with technology to meet students' needs;
- ◆ Utilizes current data in selecting professional development activities throughout the school division and evaluates and ensures that professional development is put into practice;
- ◆ Provides leadership to teachers and administrators in promoting quality instructional strategies and resources in PK-12 English Language Arts, Social Studies, Math, Science, Fine Arts, CTE, World Languages, Physical Education and Alternative Education;
- ◆ Secures consultants, specialists, and other community resources to assist principals and instructional staff in attaining objectives;
- ◆ Stays informed of current research on educational trends and programs;
- ◆ Models work ethic and high standards for all employees;
- ◆ Collaborates in the development of the school division's educational philosophy and short and long-range curriculum goals;
- ◆ Works with building administrators and the Director of Human Resources in providing instructional assistance with the evaluation process for teachers and assists with teachers placed on intensive assistance;
- ◆ Establishes and monitors standards of performance for the evaluation of student progress and directs continuous evaluation of the instructional programs based upon student performance trend data;
- ◆ Ensures a summer school program responsive to student needs PK-12.
- ◆ Work with local colleges and universities to build partnerships for professional development activities, research opportunities, and practicum / student-teacher placements.
- ◆ Attends School Board meetings and prepares reports as needed;
- ◆ Cooperates with staff members in promoting a positive organizational climate;
- ◆ Maintains licensure at the state and/or national level, assumes responsibility for professional growth, and keeps materials, supplies, and skills up-to-date;
- ◆ Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- ◆ Models non-discriminatory practices in all activities;
- ◆ Complies with and supports school and division regulations and policies;
- ◆ Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- ◆ Performs related duties as assigned by immediate supervisor(s) in accordance with the school/system policies and practices;
- ◆ Represents the Superintendent in his/her absence.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability and professional and personal characteristics necessary for working effectively with school personnel and members of the community. The ability to deliver articulate oral presentations and written reports free from edit needs; ability to establish and maintain effective working relationships with staff, school administration, and members of the community.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and hold a Postgraduate Professional License with an endorsement in supervision/administration or similar leadership licensure/certification. Evidence of successful experience in public education as a principal or comparable experience in school division supervisory role is preferred.

SPECIAL REQUIREMENTS

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education. Candidate must possess demonstrated knowledge in general school management and an understanding of current instructional practices and needs. Must be able to provide own transportation to school-related functions and schools throughout the division. Frequent operation of office equipment is required. Candidate must work sufficient hours to complete tasks. Candidate must possess good moral character and is expected to be a role model, in and out of the school..

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in settings to include: Central office and schools throughout division. Frequent walking, stooping, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and materials weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel to schools throughout the division and central office is required. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. Regular contact with staff members, school administrators, and members of the community is required.

EVALUATION

The Superintendent of Schools will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.