

ASSOCIATE SUPERINTENDENT FOR INSTRUCTION

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work assisting the Division Superintendent with the overall administration of the School's Instructional Services Program; does related work as required. Work is performed under general supervision. Supervision exercised over departmental personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists the Division Superintendent with administering the instructional services program in all subject areas at all levels encompassed by the school division, recommending those policies and practices which are designed to enhance the educational opportunities offered to children, youth, and adults in Fauquier County Public Schools. (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as chief academic officer for K – 12 school division.
- Provides leadership to the classroom instructional program by working with school principals and instructional staff.
- Oversees instructional program areas (core academic areas, world language, alternative education, career and technical education, media and library services, the fine arts, health and physical education, family life education, programs for gifted students, and language learners, academic counseling services and assessment).
- Serves as consult for special education, student services, and instructional technology programs.
- Coordinates professional development program for PreK – 12 licensed teachers and administrators.
- Directs the selection of all materials used in the instructional program, from the adoption of textbooks to the review of instructional materials, including software and hardware.
- Oversees remediation, enrichment, and intervention programs, to include summer & after school programs.
- Assists in the management and oversight of annual school improvement process.
- Observes classroom instruction to determine overall degree of implementation of the instructional program, apparent needs, and usefulness of materials and level of instruction.
- Responds to parent, staff, student, and community inquiries regarding issues in the instructional program, from general direction to individual student needs.
- Initiates grant applications and supervises management of grants in instructional areas.
- Attends and participates in all meetings of the School Board, senior staff, elementary principals, middle school principals, high school principals; meets with citizen groups as scheduled.
- Authorizes transcript waivers, diploma reconciliation, thesis/dissertation/research reviews, and university partnerships.
- Approves courses, course codes, and alternative course work for courses in the program of studies upon request from students, parents and staff.
- Advises Assistant Superintendent, facilities personnel, and architects on current and new facility needs related to instructional programming.
- Oversees and manages instructional budget for school division.
- Authorizes all expenses related to payroll for remediation, curriculum development, conference attendance, and centralized instructional program.
- Oversees grant allocations and reimbursements.
- Authorizes tuitions reimbursement approvals.
- Serves as primary liaison to Human Resources Director for instructional matters.
- Develops and monitors instructional staffing allocations and postings for schools.
- Supervises the implementation, evaluation, and improvement of the Teacher Evaluation Process for all teaching staff.
- Oversees final accountability for certification and endorsements of licensed personnel.
- Authorizes and appoints prescriptive team (teacher assistance) at request of principal.
- Provides assistance and consultation in personnel matters (commendations, hiring, dismissal, corrective actions).
- Serves as Superintendent's designee for local and state instructional matters.
- Serves as chief advisor to the Superintendent on policies and procedures affecting the instructional program.
- Develops and delivers to School Board annual reports on assessment, school accreditation, and special programs as requested and/or required by the Standards of Quality.
- Monitors changes initiated at the state and federal levels and incorporates accommodations in instructional programs.
- Reports and supervises preparation of reports for federal, state, and county government.
- Serves as needed in absence of the Superintendent.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of state and federal laws, regulations and procedures related to instructional services including litigation; strong leadership attitude; ability to work independently; ability to present ideas effectively orally and in written form to a variety of audiences; ability to maintain technical records; ability to establish and maintain effective working relationships with school personnel and the general public.

EDUCATION AND EXPERIENCE:

A Masters degree is required, Doctorate preferred; must hold or be eligible for a Virginia teaching license, an endorsement in Supervision and Administration, K – 12 and a Virginia Superintendent’s license; must have completed at least three successful years of administrative experience either at the school or central office level.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering and repetitive motions; 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; high level of intensive mental work required; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.