

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT

QUALIFICATIONS:

1. Master's Degree in Education Administration or related field
2. Assistant Superintendent Certification as required by the State Department of Education

DESIRED QUALIFICATIONS:

1. Curriculum development and implementation experience with the proven ability to work collaboratively and professionally with teachers and other administrators
2. Proven ability to collaborate, build consensus, plan, and successfully implement initiatives with various groups of stakeholders.

REPORTS TO: Superintendent of Schools

SUPERVISES: Central Office Personnel/Directors as delegated by Superintendent

OVERSEES: Programs designated by the Superintendent

JOB GOAL: To assist in the management of the Districts to provide the best possible educational services available, to oversee all aspects of curriculum and assessment to ensure the effective coordination of subject areas across grade and building levels.

PERFORMANCE RESPONSIBILITIES:

Duties in relation to K-12 curriculum

1. Coordinates full implementation of Learning Results
2. Coordinates training, support and leadership for the teaching staff in priority areas of curriculum, instruction, and assessment
3. Insures successful implementation of recommendations created by various curricular review committees
4. Provides District leadership for the development and implementation of Board, state and federal initiatives, including taking the responsibilities for major federal and state grant writing, budget management and reporting
5. Serves as primary resource to the Districts in the areas of curriculum research and teaching practices
6. Coordinates curriculum development projects
7. Serves on School Board Curriculum Sub-Committees
8. Serves as the administrative liaison for the Strategic Plan Committees
9. Communicates regarding curricular issues to the administrative teams in all five towns.
10. Coordinates the design and implementation of Staff Development Programs

11. Assists in the development of effective assessments of student progress
12. Oversees the development of annual comprehensive improvement plans as outlined in Chapter 125 of Maine Education Rules

Duties in Relation to Human Resources

1. Serves as the Affirmative Action Officer/Title IX Coordinator
2. Serves on School Board Sub-Committee as directed by Superintendent
3. Reviews relevant policies and procedures and makes recommendations to the Superintendent when appropriate
4. Coordinates appropriate staff training as required by law
5. Oversees the district substitute teacher program, including supervision of the sub-caller and interviewing all new substitute teachers
6. Serves as administration representative on Recertification Support System Committee

Other

1. Serves in the absence of the Superintendent as chief administrative officer of the Districts
2. Serves on the Administrative Team
3. Assists in developing and implementing budgets in areas where appropriate
4. Supervises the District Crisis Team
5. Performs such other duties and responsibilities as may be assigned by the Superintendent

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION:

Performance of this job will be evaluated in accordance with this document and assessment of annual goals by the Superintendent of Schools

History:

Approved 07/01/2002, 06/03/2015

Approved: November 18, 2020