

Hernando County School Board
Florida

FLSA: Exempt, Non-Union

ASSISTANT SUPERINTENDENT FOR TEACHING AND LEARNING

Required Qualifications:

- Master's Degree from an accredited educational institution
- Florida certification in Educational Leadership or School Principal
- Minimum of five (5) years successful experience in school-based and/or central office educational leadership
- Knowledge of the teaching/learning process in the school setting
- Knowledge of local, state and national policies which impact education
- Ability to communicate effectively with a variety of audiences in both oral and written form
- Ability to facilitate groups to consensus
- Knowledge of state-of-the-art research and best practices in areas of responsibility
- Knowledge of statutory and regulatory requirements in area of responsibility
- Ability to analyze statistical data for trends and performance in various programs and to develop strategies for improvement
- Must possess a valid Florida driver's license

Desired Qualifications:

- Doctorate Degree

Performance Responsibilities:

- Be responsible for the general direction of principals and schools
- Serve as Acting Superintendent of Schools in the absence of the Superintendent of Schools and represent the office of the Superintendent of Schools at official functions and activities as directed by the Superintendent of Schools
- Be responsible for the general direction, coordination and collaboration of departments/areas as assigned, including but not limited to: Curriculum, Assessment and Accountability and Adult and Community Education
- Facilitate and resolve parent concerns/complaints
- Be responsible for the implementation for the District's Pupil Progression Plan, the accreditation process for all schools, and school improvement process for all schools
- Assist in the preparation of the budget

- Direct and coordinate the planning, development, implementation and evaluation of the PreK-12 and post-secondary instructional programs
- Direct and oversee the process for the evaluation and selection of textbooks and instructional materials to be recommended for adoption
- Establish goals, policies, procedures, regulations and processes with appropriate division directors and supervisors
- Ensure compliance with School Board, District, and state and federal policies and guidelines in assigned areas of responsibility
- Serve as a liaison for the District with appropriate community, state and/or national agencies
- Work cooperatively with all business areas to ensure that instructional concerns are represented in all decision making
- Facilitate problem solving by groups or individuals
- Serve as a major advisor to the Superintendent of Schools in matters relating to the successful operation of the district
- Ensure compliance with professional development protocol and ensure the District's Professional Development goals are met
- Establish a systemic approach to curriculum and instructional planning, development, implementation and evaluation
- Initiate the development of programmatic goals and instructional objectives on a district-wide basis within the scope of School Board Policy, administrative direction, assessed student needs and operational constraints
- Maintain a close-working relationship with school-based and district-level administrators to ensure information exchange, coordination of efforts and support for the decision-making process
- Supervise efforts to improve student achievement for all students
- Analyze current practices for instruction and instructional-related activities and make recommendations for more effective programs, practices and procedures
- Monitor and communicate trends, benchmarks and comparison data in the areas of curriculum, instruction, assessment and improvement activities
- Exercise proactive leadership in promotion the vision and mission of the district
- Keep current and well informed of trends, best practices, legislative changes and legal issues in assigned areas of responsibility
- Ensure that leadership development and mentoring takes place with fidelity
- Evaluate principals in conjunction with the Superintendent of Schools
- Serve as the District's official Turnaround Leader in supporting Focus, Priority, and/or Intervene schools and as a liaison between the Department of Education's Bureau of School Improvement, District staff, and school staff
- Keep the Superintendent of Schools abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Supervise assigned personnel and evaluate direct reports consistent with the approved evaluation procedures

- Ensure the articulation and coordinator of all Student Support Services Departments to meet the needs and improve the performance of the District
- Sustain focus and attention to detail
- Serve on the Superintendent's Cabinet and actively participate in district-wide planning
- Perform other duties as assigned by the Superintendent of Schools and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Superintendent of Schools

Evaluation:

Annual evaluation done by the Superintendent of Schools

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule – Administrative

Job Code:

72003

Board Approved: 4/23/19

Revised: