



## Secondary (6-12)

# Assistant Superintendent,

**Reports to:** Chief Academic Officer  
**Department:** Curriculum & Instruction  
**Division:** Curriculum & Instruction  
**Retirement:** Teachers Retirement System

**Job Code:** HR  
**Structure/Grade:** RGS  
**Workdays:** 246

### Position Summary

Directs, develops, coordinates, implements and monitors programs, policies, and procedures relative to 6-12 curricula in the DeKalb County School District (DCSD) to improve student learning outcomes, close achievement gaps, and narrow learning gaps. The Assistant Superintendent is a key instructional leadership and management position that requires thorough knowledge of and experience in instructional leadership, operational leadership, effective leadership, strategic planning, change leadership, human resource development, problem solving, and customer service.

### Essential Job Duties

- Supports the establishment and sustainability of high-performing instructional programs that ensure learning for all learners
- Develops and monitors programs and procedures to improve implementation of 6-12 core curricula; develops and evaluates current programs for effectiveness and compliance with applicable laws, regulations, policies, and mandates.
- Engages instructional staff in the implementation of evidence-based, innovative practices that support effective teaching, learning, and assessment for all learners
- Conducts an analysis of instructional programs and materials for core and electives including unique instructional programs (CTAE, Remedial Education Program (REP), International Baccalaureate, Advanced Placement, Dual Enrollment, Dual Language Immersion, and Magnet).
- Obtain and use evaluative findings (including student achievement data) to examine curriculum and instructional program effectiveness.
- Facilitates curricula writing and revision process.
- Coordinates with district personnel and external agencies in planning professional learning activities.
- Coordinates planning, implementation, and evaluation of professional learning activities.
- Assists with development of annual budgets; monitors local spending; reviews and approves requisitions; reports expenditures.
- Assists with the procurement of instructional resources and supplemental materials.
- Directs, organizes, implements, and administers special projects as directed.
- Collaborates with other administrators, community stakeholders, and community agencies to build partnerships to enhance the educational goals of the school district.
- Facilitates districtwide implementation and monitoring of summer professional learning programs for district and school-based staff.
- Works to resolve instructional issues and conducts appropriate briefings.
- Serves as school district's representative for core instructional programs at local, state, and federal meetings and conferences.



# Assistant Superintendent,

## Secondary (6-12)

- Ensures the use of technology in the teaching and learning process along with professional learning experiences.
- Prepares reports related to the department's goals and objectives specific to the District's Strategic Plan.
- Attends and conducts training relative to federal and state requirements; Georgia Standards of Excellence, national standards, and international standards; and curricula initiatives.
- Develops and interprets data and reports to help strategically guide current and future decisions.
- Performs other duties as assigned.

### Qualifications

- Master's Degree in Education, Education Administration, Curriculum Development or closely related area from a Professional Standards Commission approved accredited college or university is required.
- Minimum of seven (7) years previous supervisory and management experience with demonstrated successful advancement through the teaching and/or school or district-level administrative hierarchy required.

### Knowledge, Skills, and Abilities

- Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending, labor issues and efficiencies; DCSD policies and procedures; all relevant available public and private resources and services; curriculum guidelines for the school district and state requirements; standardized testing in accordance with school district policies and state laws; school district policies, programs and procedures pertinent to learning disabilities, child and substance abuse, and social adjustment
- Skill in coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; and effective oral, written, and interpersonal communication
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; plan and develop course of study suitable for specific grade levels; develop lesson plans incorporating lectures, projects, group discussions, exhibits, field trips, audiovisual and library resources, computers and the internet; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.



## Assistant Superintendent,

## Secondary (6-12)

### Supervisory Responsibility

- Provides leadership through senior managers and managers.
- Champions for the team and provides development opportunities for high performers to advance their career.

**Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

*Reviewed/Revised: MM/DD/YYYY*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_