

# JOB DESCRIPTION

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|--------------------|---|-------------------------|---------------|
| <b>Job Title</b>   | Assistant Superintendent of Teaching and Learning | <b>Job Title Code</b>   | 106400        |
| <b>Reports to</b>  | Chief Academic Office                             | <b>Wage/Hour Status</b> | Exempt        |
| <b>Dept/School</b> | Academic Services                                 | <b>Pay Grade</b>        | 110           |
|                    |   | <b>Date Revised</b>     | June 11, 2024 |

## Primary Purpose

Provide oversight of the planning, design, delivery, evaluation, ongoing improvement, and effective operation of the overall district PK-12 curricular and instructional program in core content areas (Reading Language Arts, Mathematics, Science, and Social Studies), technology integration, academic interventions and enrichment, and all aspects of professional learning and instructional support.

## Education/Certification

- Master's Degree from accredited institution
- Valid Mid-Management or Principal Certification

## Special Knowledge/Skills

- Knowledge of curriculum development and program design
- Excellent project management and community-building skills
- Ability to effectively lead cross-functional teams
- Ability to develop, implement, and assess policy, procedure, and practice
- Strong organizational, communication, and interpersonal skills

## Experience

- Five (5) years teaching experience
- Five (5) years of successful campus or district-level administrative experience, including work with public school budget coordination, professional learning design, and curriculum development

## Major Responsibilities and Duties

### Instructional and Program Management

1. Provide leadership in the instructional goals and outcomes of the school district to be met in assigned area of responsibility.
2. Oversee the development and delivery of instructional and curricular frameworks for literacy, STEM with integrated approaches to social & emotional learning, dual language, technology integrations, and interventions, and enrichment.
3. Apply research and evidence-based practice to support and develop processes, policies, and practices related to standards-based curriculum and instruction, and a balanced assessment system in order to support their teaching and improve student learning.
4. Work with applicable department staff to coordinate activities related to the design, development of new or revised academic courses, programming, and initiatives.
5. Provide leadership in the selection, coordination, and evaluation of instructional resources and materials.
6. Establish a clear and systematic process for the development, review, maintenance, delivery and revision of all curriculum documents including all curriculum management.
7. Lead the monitoring of screeners, diagnostics, and multi-tiered academic interventions that support measurable improvements in student learning and growth outcomes.
8. Provide leadership and oversee the coordination, evaluation, and design of district professional learning opportunities and instructional support in alignment with Texas Education Code 21.451, the EPISD strategic plan and district goals.

# JOB DESCRIPTION

## **School/Organizational Climate**

9. Develop systems of communication which establish consistent, efficient and collaborative processes for the provision of support to district and campus staff and teachers.
10. Lead and develop an organizational culture that fosters collegiality, trust, team building, and a collaborative working environment.
11. Model and promote effective problem-solving practices and conflict resolution which are customer service oriented and inclusive in nature.
12. Involve the administrative support staff in collaborative processes to identify and develop systems which support the administrative functions of the department in order to promote effectiveness, efficiency, teamwork, and a professional work environment.
13. Recognize exceptional work and efforts that effectively contribute to the district's attainment of its vision and mission.
14. Collaborate harmoniously with all administrative and teaching staff to ensure alignment of work throughout the district.

## **School/Organizational Improvement**

15. Set and maintain clear values, guiding principles and high expectations that will lead decision-making in areas of focus.
16. Model and actively promotes current, research-based, highly effective strategies/practices that foster instructional improvement and increased student achievement.
17. Collaboratively establish clear department goals with measurable outcomes in alignment with articulated district and campus performance objectives.
18. Assist in the development of leaders and models leadership practices that provide individuals with opportunities to grow in accordance with their commitment, skills and contributions in areas of focus.
19. Systematically monitor and analyze the effective implementation and outcomes of district improvement and programming initiatives related to areas of responsibility.
20. Provide leadership in the provision of quality professional learning opportunities designed to improve instructional delivery and student achievement outcomes.
21. Provide leadership in the projection, planning, and implementation of curricular revisions or instructional programming expansions.
22. Effectively oversee and provide leadership for collaborative implementation of all curriculum audit recommendations related to areas of responsibility.
23. Collaborate with Executive Director of Advanced Academics, Assistant Superintendent of Specialized Learning Services, and Executive Director of Learner Support and Intervention Executive Director to design and conduct meetings for Academic Services staff that are focused on continuous improvement, professional learning, dissemination of research and information to enhance practice, and to exchange ideas and strategies in order to plan for an effective districtwide instructional program.

## **Administration and Fiscal/Facilities Management**

24. Provide leadership and oversight in the examination of district resources, including personnel, curriculum and instructional materials, and other resources to ensure efficiency and sufficient provision of teaching and learning services within a fiscally responsible budget.
25. Provide leadership development for department administrators to use common resources, data, and method to analyze the effectiveness of services and supports/materials, including cost benefits.
26. Collaboratively conduct, with department administrators, annual needs assessments for the establishment of department priorities as well as planning, development and administration of the department budgets, including personnel allocations.
27. Communicate and implement systems/processes that ensure all established compliance reports, professional development hours/requirements, curriculum documents and procedures are completed accurately and within established timelines.
28. Maintain oversight and in the identification of and application for use of district and external resources and funds in alignment with department goals.

# JOB DESCRIPTION

29. Stay abreast of the legal requirements pertaining to area of responsibility.

## **School/Community Relations**

30. Promote a positive image of the district and maintain a positive working relationship with parents and the community.
31. Clearly articulates the district's vision, mission, instructional philosophy and framework, and curricular implementation strategies to the community and solicit support in realizing the district's mission.
32. Work with principals, central office staff, parents, and community members to resolve teaching and learning issues/challenges in a timely manner.
33. Demonstrate awareness of district-community needs and provide leadership in collaborating with parent and community organizations to meet students' learning needs.
34. Actively involve parent and community stakeholders in program planning and decision- making.

## **Professional Growth and Development**

35. Collaborate with district administration to develop, coordinate and administer professional learning opportunities designed to promote instructional improvement and positively impact student outcomes.
36. Demonstrate knowledge and understanding of current research-based best practices and ensure that program design and implementation are aligned.
37. Demonstrate knowledge and understanding of current research-based best practices and oversee the integration and alignment to district curriculum, instructional resources, and professional learning opportunities.
38. Actively participates in professional learning opportunities and ensures the dissemination of current educational research to positively enhance teaching and learning.
39. Exhibit flexibility in performance of assigned duties.
40. Strive to manage and prioritize time wisely and effectively.
41. Seek and use evaluative input of job performance from staff and peers.
42. Perform other duties as assigned by supervisor.

## **Supervisory Responsibilities**

43. Supervise and evaluate professional and non-professional staff assigned to him/her and conduct regular team meetings.
44. Provide leadership and oversee with recruitment, selection, and training of personnel in areas of responsibility and makes sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
45. Meet regularly with department administrative leadership.
46. Promote continuous improvement among the administrative and other professional staff, identifies individual strengths and areas for improvement, and works with direct reports to establish and maintain high expectations for staff performance.
47. Evaluate program effectiveness in developing and achieving goals, which support the district's strategic plan.

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

## **Terms of Employment**

226 days; salary to be established by the Board of Trustees



## JOB DESCRIPTION

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

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

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.