

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Assistant Superintendent of Curriculum and Instruction

Job Description
October 2020

Reports to: Superintendent of Schools

Term: 226 Days

Status: Exempt

Primary Purpose:

Responsible for the overall management of the district's curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement.

Qualifications:

Education/Certification

Master's degree in education administration

Texas superintendent, mid-management, principal or another appropriate Texas certificate

Certified Texas Teacher Evaluation and Support System (T-TESS) appraiser

Special Knowledge/Skills:

Knowledge of curriculum and instruction

Ability to interpret data and evaluate instructional programs and teaching effectiveness

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong communication, public relations, and interpersonal skills

Experience

Three years' experience as a classroom teacher

Five years experience in instructional leadership roles

Major Responsibilities and Duties:

Instructional and Program Management

1. Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
2. Lead the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.

"Job Openings" are posted at www.tcisd.org .

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3. Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
4. Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
5. Collaborate with curriculum specialists, principals, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.
6. Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
7. Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
8. Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and principals, and are consistent with the district's mission are provided.
9. Participate in the implementation of the designated teacher appraisal system.
10. Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
11. Work with appropriate staff to develop, maintain, and revise curriculum documents based on systematic review and analysis.
12. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
13. Ensure the use of technology in the teaching-learning process.
14. Supervise approved grant programs.
15. Coordinate and monitor the DAEP programs and JJAEP.

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Policy, Reports, and Law

16. Ensure compliance with policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
17. Compile, maintain, and file all reports, records, and other documents as required.
18. Follow district safety protocols and emergency procedures.
19. Serve as DCSI (District Coordinator for School Improvement) and support ESF (Effective Schools Framework) process.

Budget

20. Develop and administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.
21. Align budget expenses to district improvement plan and board goals.

Personnel Management

22. Prepare, review, and revise job descriptions in curriculum and instruction department as needed.
23. Evaluate job performance of employees to ensure effectiveness.
24. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

25. Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.
26. Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Community Relations

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27. Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
28. Demonstrate awareness of district-community needs and initiate activities to meet those needs.
29. Use appropriate and effective techniques to encourage community and parent involvement.

Other

30. Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, principals, teachers, parents, and community groups. Attend regular meetings of the board.
31. Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.
32. Ensure compliance with local, state, and federal laws related to curriculum and instruction. Stay abreast of state and federal public policy changes that could impact the district.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department. *

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; occasional statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

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Approved by _____ Date _____

Reviewed by _____ Date _____

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