



EDUCATION . . .
Road To Success

**HANCOCK PLACE
SCHOOL DISTRICT**

SECTION: 100 Central Office Administration
TITLE: 002 Assistant Superintendent of Schools

TITLE:	Assistant Superintendent of Schools
QUALIFICATIONS	<ul style="list-style-type: none">* Master's Degree or higher, with a major in Educational Administration* Minimum of five (5) years as a building-level administrator OR Supervisor of Curriculum & Instruction* Superintendent's Certificate for the State of Missouri, preferred
REPORTS TO / EVALUATED BY:	Superintendent of Schools
SUPERVISES:	All employees of the school district.
TERM OF POSITION:	12-Months (beginning fiscal year July 1 and ending June 30)
SALARY:	Negotiable
VACATION:	20 Days per fiscal year
CONTRACT:	One-Year Contract
JOB GOAL:	The goal of the Assistant Superintendent is to assist the Superintendent of Schools to ensure the effective and efficient operation of the school district.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The Assistant Superintendent will be responsible for the development and management of the day-to-day operations of curriculum development and instructional services for the district. He/she will plan and implement functions related to curriculum implementation and staff development.* The Assistant Superintendent will work together with the Superintendent, the Curriculum Facilitators, the Building-Level Administrators, and all Department Chairs to establish objectives and assist in curriculum work and development for each content area.* The Assistant Superintendent will provide leadership on the best current practices in all content areas.* The Assistant Superintendent will lead the development and implementation of the district's program of assessment, including development of the assessment plan, the assessment calendar, coordination of assessment materials, and collection and analysis of assessment data.* The Assistant Superintendent will be responsible for assisting all building level teachers and administrators in developing strategies that will enable the district to improve student achievement to the highest level.* The Assistant Superintendent will oversee the district's staff development program to ensure it supports the instructional programs, is comprehensive in addressing the needs of the district staff, and moves the district toward achievement of school improvement goals. <p>The Assistant Superintendent will assume the leadership role for the district in overseeing the collection and input of all information relating to Core Data, and will ensure the timely submission of data at each cycle throughout the school year.</p>



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- * The Assistant Superintendent will supervise student services at the Central Office level, including Coordinator of the VICC Program, Homeless student services, ESL services, and will serve as the liaison to SSD. He/she shall maintain a database of student information that will include, as a minimum, student personnel information, student medical records, and student academic records.
- * The Assistant Superintendent will be responsible for developing a systematic procedure for monitoring Section 504 compliance.
- * The Assistant Superintendent will assist the Superintendent with School Improvement Planning. The Assistant Superintendent will monitor all program evaluations to determine long-range programmatic and instructional needs as well as to improve the quality of existing programs.
- * The Assistant Superintendent will serve as the Board representative in the negotiation process with employees. He/she will provide input in the development of the Board of Education's negotiation package and shall report to the Board regarding the progress of the negotiation process.
- * The Assistant Superintendent will attend all meetings of the Board of Education.
- * The Assistant Superintendent will perform any and all other duties as designated by the Superintendent.

Hancock Place School District
Date Approved: December 14, 2005
Date Revised: August 8, 2007