

FAYETTE COUNTY PUBLIC SCHOOLS

Assistant Superintendent of Student Achievement Position Description

The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.

WORK LOCATION:	Office of Student Achievement	FLSA STATUS:	Exempt
REPORTS TO:	Superintendent	WORK CALENDAR:	240 Days
SALARY:	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked plus position supplement	APPLICATION DEADLINE:	October 8, 2021
		TO APPLY:	www.fayette.k12.ga.us

SUMMARY: Reports directly to the Superintendent; has oversight responsibility for the curriculum, acts as an instructional and curricular leader for the Fayette County Public School System.

ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Coordinate revision and dissemination of curriculum
3. Review existing programs of study and develop plans for new and innovative programs to accomplish school level and system-wide improvement goals
4. Facilitate standardization of curriculum
5. Encourage public input on curriculum trends
6. Facilitate the identification and implementation of strategic plan goals for curriculum and instruction
7. Coordinate activities for the Consolidated Grant application
8. Facilitate articulation, both horizontally and vertically, of curriculum and assessment among elementary, middle and high schools
9. Assume a leadership role in developing curriculum for any course newly adopted by the legislature or Board
10. Recommend the addition of new courses, grade placement of courses, credit repair and allowance for courses and graduation requirements
11. Keep abreast of current curriculum trends
12. Coordinate assistance of the curriculum department in the delivery of instruction
13. Ensure adoption and implementation of textbooks and auxiliary materials
14. Plan and develop transition to digital applications with the ultimate goal of moving forward personalized learning and competency based instructional model
15. Coordinate the development of the education budget and expenditure of funds
16. Coordinate budget preparation for newly approved instructional supplies, equipment and materials
17. Ensure the continued development and implementation of the system-level instructional technology plan
18. Assist in interviewing and assigning educational department personnel
19. Recommend the need for directors, coordinators and all other subordinate personnel for the department
20. Complete performance evaluations of department coordinators, directors and secretary assigned
21. Review and approve all other evaluations performed by directors
22. Responsible for performance evaluation of principals as assigned by the Superintendent
23. Attend Board meetings and prepare such reports for the Board as the Superintendent may request
24. Assist in the determination of types of programs needed by the schools and make appropriate recommendations
25. Report on the status of district programs and services at the request of the Superintendent
26. Serve, upon assignment by the Superintendent, as a resource person to all principals and directors in the district
27. Interpret the programs, philosophy and policies of the district to staff, students and the community at large

28. Facilitate the annual and cyclical accreditation and self-study processes
29. Communicate to the Superintendent the requirements and needs of the system
30. Prepare state reports and applications as required
31. Confer with appropriate directors and principals on matters of concern
32. Advise and work with the Superintendent on matters related to the school system
33. Work with principals in a supervisory capacity in terms of program development and implementation
34. Schedule and conduct monthly principal meetings at all levels
35. Work with Chief Financial Officer to determine student teacher ratios
36. Assure the analysis of system-wide student assessment to improve student learning
37. Monitor and coordinate process for reporting CCRPI
38. Facilitate school and system-level improvement planning process to increase student performance
39. Prepare regular updates on student achievement matters for the Board
40. Provide news information about student achievement related information for the news media
41. Ensure the appropriate administration of the school system's various educational programs
42. Supervise and assign duties as necessary to system-level directors, coordinators and contact personnel
43. Assist with the identification and implementation of the system-level staff development activities for school improvement
44. Perform other duties as assigned by Superintendent

REQUIRED QUALIFICATIONS:

- Five (5) years teaching experience or related educational experience
- Five (5) years in educational leadership roles including experience as a building-level principal
- Hold or be eligible for certificate in Educational Leadership
- Experience in developing and executing long-range plans
- Proficiency in administrative technology
- Excellent communication skills
- Experience in developing a budget

PHYSICAL DEMANDS:

Sedentary work with routine physical activities that are required to fulfill job responsibilities. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Reaching, standing, pushing, pulling, lifting, handling and repetitive fine motor activities. Vision, hearing and verbal communications are essential functions of this position.

PREFERRED QUALIFICATIONS:

- Central Office level experience
- Experience in more than one level of P-12 education
- Knowledge of state and federal laws regarding education

REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.