



ASSISTANT SUPERINTENDENT – OFFICE OF LEADING AND LEARNING

SUMMARY/SCOPE/GOAL

Serve as the line officer directly responsible for the supervision of local school programs, services, and activities and principle advisor to the Superintendent concerning instructional and curriculum issues of the school district, keeping the Superintendent informed concerning the direction and scope of the district's educational program. Responsible for ensuring a quality education for every student while fostering an environment that is focused on academic achievement and equitable practices for all while being student-centered and results-oriented to ensure the students of Brevard Public schools receive quality instruction to achieve success through differentiated instruction and increased academic rigor. The supervision, coaching, supporting, and evaluation of principals will build the capacity of instructional leaders through strategic feedback on school improvement efforts; directing the selection and evaluation of principals and assistant principals; providing administrative oversight and support through coaching; and encouraging dynamic, innovative, and effective school leadership.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Master's degree from an accredited educational institution with major coursework in curriculum, educational supervision, and/or educational administration required.
- Experience in teaching, instructional supervision, educational research, and curriculum development.
- Five (5) years of administration experience in public education.

PREFERRED/DESIRED:

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Certified in Educational Leadership, Administration, and/or Supervision by the State of Florida.
- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide leadership for a collaborative team to ensure that instructional initiatives are student-focused, results oriented, and aligned with the District's mission beliefs, and strategic goals.
2. Serve as a team member of the Superintendent's senior staff and participate in district-wide planning, development, and evaluation to support school improvement initiatives and processes and align the use of financial and human resources to the District's goals and priorities.
3. Develop and implement a quality instructional program that is aligned to state and national standards.

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4. Support and provide leadership to principals and other school staff and initiate appropriate actions to support principals and schools.
5. Direct the overall development, coordination, implementation, and evaluation of school-based leaders, and report on the status of school-improvement efforts, including assessment and evaluation information.
6. Facilitate solutions and identify discrepancies between goals and current status in order to stimulate achievement. Provide support for assigned schools' continuous improvement objectives and strategies while facilitating the problem-solving process.
7. Maintain good public relations with parents, businesses, and community groups to provide information and received feedback, and represent schools at District-level functions as needed.
8. Provide input in the development of policies and administrative guidelines for curriculum and instructional services and support the implementation of programmatic goals and instructional objectives on a district-wide basis.
9. Advise and counsel the Superintendent on areas of responsibility and recommend necessary actions for the most efficient operation.
10. Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.
11. Direct the principal selection and evaluation process, mentor potential leaders, and identify candidates for promotion.
12. Work closely with professional development staff to coordinate the dissemination of information regarding the training of school-based administrators.
13. Build synergistic partnerships among principals, parents, businesses, and other community stakeholders in the educational process, and establish relationships with community leadership and stakeholders to build support for BPS programs. Represent the Superintendent of Schools as needed to clearly articulate system priorities, policies, and interests.
14. Work with legal staff on personnel and other related matters as appropriate.
15. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
16. Collaborate with school and district staff to ensure high standards for all students to achieve their potential that includes accountability and program alignment in instruction, interventions, assessments, and support.
17. Assist in the coordination of instructional programs and services to ensure efficient implementation and avoid duplication or overlap of efforts and support a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.
18. Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.
19. Provide input to the Superintendent's senior staff to develop the annual budget and allocation of resources to the schools, including development of the instructional allocation formula.
20. Provide input for the preparation of collective bargaining negotiations and the School Board meeting agenda.
21. Ensure cross-functional and departmental, coordinated planning, and consistent implementation of instructional programs that are focused on eliminating the achievement gap and improving student achievement.

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OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated oral and written communication skills; ability to analyze data; ability to make logical recommendations and/or decisions based on accurate information; time management skills; ability to travel from one worksite to another; knowledge of technology. Requires a thorough understanding of elementary and/or secondary education, pre-k through twelfth grade; career and technical education; educational program assessment; Florida's public education funding mechanisms and budgeting/reporting requirements; and a familiarity with federal and state guidelines for grant acquisition and compliance. Understand the variety of community agencies and their respective roles in support of public education. Be aware of latest research in areas of program responsibility. Demonstrate a thorough knowledge of Board policy and district rules, regulations, practices, and procedures. Demonstrate knowledge of Florida law as it pertains to instructional programs and related services.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites often. Travel out of county occasionally.

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FOR HR USE ONLY:

DIVISION:	Leading and Learning	DEPARTMENT:	Leading and Learning
TITLE CODE:	D0140 – Elem; D0141 – Secondary	CONTENT BY:	Assistant Superintendent – Leading and Learning
GRADE:	N/A	COMPENSATION:	Human Resources
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	03/15/2016	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	03/15/16	Initial Release	Human Resources
1.1	07/01/20	REVISED: New format	Human Resources
1.2	11/12/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.