

HINSDALE DISTRICT 86 JOB DESCRIPTION

POSITION TITLE: Assistant Superintendent of Curriculum and Instruction / Chief Academic Officer

REPORTS TO: Superintendent

SUPERVISES: Director of Instruction Innovation, Director of Technology, Director of Student Services, and oversees District ELL Program

POSITION OBJECTIVE: To oversee the development, implementation and evaluation of comprehensive curricular and instructional programs that seek to engage the diverse learners in District 86.

MINIMUM QUALIFICATIONS

1. Masters Degree, Ph.D. preferred
2. Type 75 Administrative Certificate (Illinois)
3. 5-10 years of school and district experience in curriculum and instruction
4. Supervisory experience at building and district levels

REQUIRED SKILLS

1. Ability to understand and apply school code and legal documents
2. Ability to make effective presentations and develop practical operating models
3. Ability to interpret, analyze and use data including statistics and test data
4. Ability to use database, spreadsheet and word-processing applications
5. Ability to communicate and interact effectively with a variety of audiences

PERFORMANCE RESPONSIBILITIES/SPECIFIC JOB RELATED TASKS:

Guides development and implementation of curriculum and instructional services

Duties

- Leads the process of curriculum and staff development
- Develops innovative plans to implement non-traditional models for delivery of curriculum
- Advises Assistant Principals of curriculum and instruction on curriculum development with student performance standards
- Supports and aids in the development of building and school-wide improvement plans and initiatives
- Oversees district ELL program
- Ensures the Social Emotional Learning standards are delivered and assessed.
- Recommends new courses, credit for courses and graduation requirements

Chief Academic Officer

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- Establishes procedures for processing requests for grant funds
- Prepares and delivers reports to the Board of Education on federal, state and district mandates
- Chairs the Curriculum Standards for School Improvement Committee and the Professional Development for School Improvement Committee

Provides leadership in identifying, reviewing, and designing data for decision-making, including student assessment

Duties

- Designs training for building administrators in assessment templates and test blueprints
- Evaluates assessment tools used for school improvement planning and curriculum evaluation
- Supports building administrators in using school improvement and evaluation data
- Reviews and evaluates results of district-wide testing and other assessments
- Identifies and designs data needed for school improvement
- Consults in the development of program evaluation reports
- Facilitates the Response to Intervention process and access to progress monitoring tools.

Assures that the educational and human relations objectives of the District are understood and promoted at all levels

Duties

- Operationalizes programs, philosophy, policies for staff, students and community
- Acts as the official spokesperson of the District in areas of curriculum, instruction, school improvement and progress toward meeting state and federal standards
- Coordinates curriculum across and within departments and with the sender districts
- Communicates results of District's assessment and evaluation program
- Represents District at CADCA, DELL, PERA, and other state and regional groups
- Provides guidance to administrators in staff supervision and evaluation
- Provides professional development and administrator academies for educators and leaders

Keeps current of developments in curriculum, instruction, staff development and supervision/evaluation

Duties

- Collaborates with educational leaders at various levels
- Keeps informed about and interprets all laws, regulations, statutes, rules, policies in curriculum, instruction and grants
- Keeps informed about current trends and practices in subject fields and instruction
- Remains up-to-date on changing laws and requirements on grants

Supports the work of the Superintendent

Duties

- Operationalizes the Superintendent's ideas and decisions
- Attends and presides over Board Committee meetings as superintendent's designee
- Prepares and submits reports and documents for superintendent and the Board; attends Board meetings and superintendent's Cabinet meetings
- Oversees C&I and Grant budgets

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

TERMS OF EMPLOYMENT: 12-month position. Salary to be established by the Board of Education.

PERFORMANCE EVALUATION: Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.

Hinsdale Township High Schools District 86 is an equal opportunity employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Chief Academic Officer

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