



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Position Description

POSITION TITLE: Assistant Superintendent for Academic Services

F.L.S.A. Exempt Professional

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. A minimum of three years teaching experience.
2. Principal and district office experience preferred.
3. A doctorate in Educational Administration or Curriculum and Instruction is preferred.
4. Administrative certification required with Superintendent certification preferred.
5. Possess collaborative and interpersonal skills.
6. Proven leadership skills.

AREAS OF ACCOUNTABILITY:

1. Provides leadership and direction to the district's entire educational program.
2. Provides leadership and direction to the district's curriculum and instruction.
3. Provides leadership and direction to the district's assessment program.
4. Performs all other duties and responsibilities as assigned by the Superintendent.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the development, implementation and evaluation of district, state and federal programs that are related to the improvement of instruction.
2. Develops, administers, and evaluates budgets for district, state and federal program curriculum, instructional programs, professional development and support/special programs.
3. Maintains communication with educational leaders at the local, state and national levels in order to stay current on educational issue.
4. Monitors the curriculum development process.
5. Approves course changes/program changes.
6. Provides leadership and direction in the implementation of district assessment and evaluation programs.
7. Supervises the submission of core data to the state.
8. Assists Superintendent in the development of board policies and district procedures that maximize learning for all students and staff.
9. Serves on committees and reports to the Superintendent.