

## **Killeen Independent School District Job Description**

**Job Title:** Assistant Superintendent for Elementary Learning Services  
**Reports To:** Deputy Superintendent for Learning Services  
**FLSA Status:** Exempt  
**Pay Grade:** AP11

### **SUMMARY**

Provides leadership and management guidance for the Executive Directors over elementary campuses. Provides leadership in the development, implementation, and coordination of the district's PreK to fifth grade curriculum. Responsibilities include the effective and efficient operation of the Curriculum and Professional Development Department, which includes curriculum and staff development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Provides leadership and assistance to administrators in the areas of district policy, administrative procedures, student discipline procedures, staff issues, and community/parent involvement.

Utilizes the results of student assessment to determine goals and objectives for elementary schools; systematically monitors school improvement; develops long- and short-range plans that will effectively reach district goals; and directs the collaborative development and revision of curricula to meet students' needs.

Plans and evaluates instructional programs including learning objectives, instructional strategies, and assessment techniques and reviews and evaluates results of district-wide testing programs and other evaluative measures used by the schools.

Studies, evaluates, and recommends adoption of new instructional materials, methods, and programs and provides instructional leadership in the textbook adoption process by assisting in the organization of textbook task forces and the planning of textbook hearings.

Monitors, evaluates, and supports Executive Directors as related to campus performance, climate, student issues, co-curricular, extra-curricular activities, facilities, and other campus operations.

Works with Executive Directors on campus plan development, ensuring compliance with TEA and federal guidelines.

Assists with the implementation of the District Improvement Plan and District Goals.

Ensures compliance with policies and regulations that govern the overall operation of assigned campuses.

Facilitates the development of targeted professional development that improves the knowledge of teachers, campus leadership, and paraprofessionals in content knowledge and research-based instructional practices aligned with district philosophy.

Develops and implements initiatives to promote retention of highly qualified teachers and campus leadership, designed to improve the quality of educational leaders, including programs that provide teacher induction and mentoring.

Assists in the implementation of teacher advancement initiatives that promote professional growth and emphasize multiple career paths, such as paths to becoming a mentor teacher, career teacher, or exemplary teacher.

Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials.

Assesses the organizational needs and the design, implementation, and evaluation of programs that facilitate the continuous improvement of staff.

Ensures district implementation and compliance of policies established by federal and state law and State Board of Education rules.

Develops a departmental budget and monitors its expenditures and provides general supervision of campus budgets. Assists with specifications and budget preparation for instructional supplies, equipment, and materials, (as appropriate); assists with the development and coordination of the curriculum/instructional programs budgets; and complies budgets and cost estimates based on documented program needs.

Completes required reports in a timely and accurate manner.

Monitors and supervises operations and activities of Executive Directors and other personnel for whom supervisory responsibility has been assigned to ensure that the campuses and programs function in accordance with state and district policies, administrative guidelines, and sound practices.

Attends board and committee meetings as required.

Assists in the development of procedures and guidelines.

Implements and monitors programs in the schools to ensure their effectiveness and alignment with district-wide policies and procedures.

Monitors and makes recommendations regarding campus information dissemination to parents/community.

Directs and assists Executive Directors to ensure support for schools in the context of the district's vision.

Reports progress of school improvement efforts to a wide variety of audiences, including Board of Trustees.

Ensures action steps identified by TEA school improvement requirements are implemented and intervention updates are completed.

Collaborates with the Executive Directors to analyze and facilitate school improvement efforts for all staff and students.

Plans and evaluates campus instructional programs and ensures the alignment of those programs with the district instructional expectations and models.

Plans the necessary time, resources, and materials to support implementation of the district curriculum.

Coordinates the district's elementary summer school program.

Maintains liaison and active participation with educational leaders in curriculum and instruction at state, regional, and national levels.

Disaggregates campus assessment data to lead and determine instructional adjustments and interventions.

Be available by phone, email, or video conferencing to confer with district personnel as needed.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Manages principals at designated campuses. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Master's degree required; doctorate, preferred; three years of principal experience at the same grade level of supervision and five years experience in school administration, required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certificate required; Superintendent Certificate, preferred.

### **MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS**

**Tools/Equipment Used:** Standard office equipment including personal computer (PC), peripherals and video/instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**Revised Date:** February 1, 2022

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.