



**GLOUCESTER COUNTY PUBLIC SCHOOLS
OFFICE OF HUMAN RESOURCES**

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The Gloucester County School Board is an Equal Opportunity Employer

PROFESSIONAL VACANCY ANNOUNCEMENT

(Requires the completion of a Professional Application, cover letter, resume, and three current references)

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR INSTRUCTION (*PN: 110121050)

Central Office - 12 months - 246 days - FLSA: **Exempt**

***When applying, please reference the position number**

SALARY: \$95,000 – 115,000

- QUALIFICATIONS:**
1. Doctorate degree (preferred) in administration and supervision with emphasis on curriculum and instruction
 2. Postgraduate certificate with appropriate endorsement
 3. Ability to articulate and demonstrate knowledge in curriculum and instruction leadership
 4. Ten years experience in teaching and school level administration (principalship preferred)
 5. Well versed in educational trends and instructional best practices
 6. Experience and knowledge of Response to Intervention (RTI)
 7. Demonstrates leadership ability
 8. Excellent communication skills
 9. Excellent computer and software skills
 10. Ability to establish positive public relations
 11. Ability to establish and maintain effective working relationships with staff, the school board, central office and building level administrative staff
 12. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, repetitive motions

ESSENTIAL DUTIES:

1. Directs the development, dissemination, implementation, and evaluations of curriculum and instructional services and materials. Keeps abreast of developments in curriculum and instruction, leads correlation with SOL, and determines the instructional needs for the division.
2. Interprets the instructional programs, philosophy and policies of the district to staff and community.
3. Communicates to the Superintendent requirements and instructional needs of the division as perceived by staff.
4. Supervises instructional directors and other employees.
5. Attends Board meetings: prepares reports, answers questions; updates instructional policies for Board. Assists in determination of type of instructional programs needed by schools and make recommendations.
6. Prepares state reports as required.
7. Chairs Teacher Evaluation Committee; facilitates creation of procedures and forms for implementation of the Professional Growth and Evaluation Handbook.
8. Plays significant leadership role in fostering professional growth and building of staff morale throughout the district.
9. Confers with principals on matters regarding building level professional development programs to match division's needs.
10. Encourages development of new instructional training program for professional personnel.
11. Assists in the development and compilation of the instructional budget to include the management of Federal Grants.
12. Evaluates performance of instructional directors; assists Superintendent in evaluating principals.
13. Interprets curriculum to the Board, administration, staff and general public.
14. Communicates with education leaders in instruction at state-regional and national levels.
15. Chairs Textbook Adoption Committees, seeking SOL correlation and division consistency.
16. Sets agenda and chairs monthly meeting with Principals, Instructional Team, and Joint efforts.
17. Demonstrates comprehensive knowledge of the principles, practices, and procedures of school administration; comprehensive knowledge of school division objectives, procedures, and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods.
18. Demonstrates leadership ability and achievement in the area of instruction and excellent oral and written communication skills is an expectation.
19. Demonstrates an ability to conceptualize, initiate, monitor, and evaluate new and or current programs.
20. Performs related work as assigned and required.

APPLICATION DEADLINE: February 25, 2011

The school division reserves the right to revise, delete, or add provisions to the Position Title, Essential Duties, Knowledge Required, Working Conditions, Description of Duties, and any other provision of the posting for a position, should the school division decide to re-advertise the position. Gloucester County Public Schools assures equal employment opportunities and equal educational opportunity for all employees and students as required by federal and state orders and laws.

POSTED: January 24, 2011