

**Poquoson City Public Schools**  
**JOB DESCRIPTION**

**TITLE:** Assistant Superintendent for Instruction and Support Services

This position is  X  exempt or \_\_\_\_\_ non-exempt

**PRIMARY FUNCTION:** The Assistant Superintendent for Instruction and Support Services is responsible for the Pre-K through 12 instructional program and specific support services for the school system to include the technology and human resources departments.

**MINIMUM QUALIFICATIONS:** Holds a postgraduate professional license in school administration; has experience as a building principal and three years of teaching experience. Central Office leadership preferred. Doctorate preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of Pre-K-12 instructional programs
- Ability to use data to make instructional decisions
- Ability to communicate well orally and in writing
- Ability to lead staff and communicate effectively with multiple audiences
- Knowledge of instructional technology
- Ability to facilitate human resources activities
- Sufficient strength, agility and dexterity (able to lift 30 pounds unassisted) to perform expected tasks

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Assists in the formulation of philosophy, goals and objectives for the instructional program of the school division.
- Provides leadership in the development and implementation of an integrated curriculum and program of instruction for Pk-12.
- Provides direction for the Technology Plan and ensures technology is integrated into instruction.
- Provides direction for specific programs to include but not limited to:
  - ESEA Programs                      School Counseling Services
  - CTE Programs                        Health services
  - Adult Education                      Library/Media Services
  - Gifted Programs                        Special Education Programs
- Provides direction for the system-wide testing program.
- Assists in coordinating the system wide administrative staff meetings.
- Oversees the adoption of instructional materials.
- Interprets existing curricula and projected changes to the School Board, the staff and the community.
- Serves as school system representative for instructional regional programs.
- Assists in the preparation and administration of the budget.
- Serves as contact for state and regional accreditation agencies.
- Generates instructional reports required by the Standards of Quality and state, federal and regional agencies.
- Oversees human resource management including hiring, evaluation and termination, working with administrators and applying Board approved employee policies and benefits in accordance with federal and state requirements.
- Develops, implements and coordinates appropriate programs of staff development.
- Serves in the absence of the superintendent as the chief administrative officer of the school system.
- Performs such other instructional tasks and assume such other instructional responsibilities as may be assigned the superintendent.

**TERMS OF EMPLOYMENT:** Salary according to School Board Pay Plan and contract length 12 months

**REPORTS TO:** Division Superintendent

**EVALUATION:** Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of administrative personnel.

**APPROVED BY SUPERINTENDENT:** June 2016