

## **JOB DESCRIPTION**

### **JOB TITLE/ASSIGNMENT**

**JOB TITLE:** Assistant Superintendent for Curriculum, Instruction, Innovation, & Accountability

**REPORTS TO:** Superintendent

### **CERTIFICATION**

**REQUIREMENTS:** Teaching Certificate and Administrative/Principal Endorsement

**WORK YEAR:** 12 month, Full Time

### **MINIMUM QUALIFICATIONS/REQUIRED SKILLS**

1. Master's Degree
2. Administrative/Principal Endorsement (Illinois)
3. Demonstrated Building Leadership; Principalship Experience Preferred
4. Building and/or District Level Supervisory Experience
5. Teaching Experience
6. Superintendent License/Doctorate Degree Preferred

### **PROFESSIONAL KNOWLEDGE & SKILLS**

1. Effective communication skills with diverse audiences
2. Ability to design and deliver high-quality presentations, professional learning, and instructional frameworks
3. Demonstrated knowledge of research-based practices in curriculum, instruction and assessment
4. Expertise in interpreting, analyzing, and applying data (including assessment and statistical data)
5. Proficiency with databases, spreadsheets, and word-processing applications
6. Ability to lead federal and state grant development and management (e.g., Title I)
7. Working knowledge of school law, Illinois School Code, and relevant policy
8. Ability to lead collaborative teams and drive continuous improvement
9. Think strategically and ability to successfully build systems that aid accountability efforts and foster greater success for student learning and achievement
10. Strong belief and understanding in technology as well as its potential for enhancing learning for both staff and students

### **POSITION OBJECTIVE**

To provide strategic leadership for the development, implementation, and continuous improvement of curriculum, instruction, assessment, innovation, and professional learning across PreK–22. The Assistant Superintendent ensures that all instructional programs align to the Lake Zurich CUSD 95 Mission, Vision, Values, Portrait of a Graduate, and the LZ95 Instructional Model, and leads districtwide efforts that support high levels of learning, engagement, and belonging for every student. This position supervises departmental directors, collaborates closely with building leaders, and contributes to the evaluation, coaching, and professional growth of administrators in order to support and increase student achievement and opportunities.

**ESSENTIAL JOB FUNCTIONS:*****Leadership of Curriculum, Instruction, Innovation, & Accountability (PreK-22)***

1. Leads the development, implementation, validation, and monitoring of curriculum, assessment and staff/administration development
2. Advises and coaches principals/building leaders on curriculum and instructional practices aligned to student performance expectations
3. Guides development of building and district improvement plans
4. Recommend to the Board of Education changes to courses, curricular pathways, and graduation requirements
5. Directs the selection and recommendation of instructional materials, including textbooks and digital resources
6. In collaboration with the Assistant Superintendent of Business Services, manages budgets for curriculum and instructional materials, professional development, and categorical programs to assure that all state and federal funds are allocated appropriately and aligned to the District's mission and vision.
7. Oversees development, submission, and compliance for federal and state grants
8. Establishes priorities for utilizing grant funds
9. Prepares and delivers reports to the Board of Education on federal, state and district mandates
10. Oversee and is responsible for the PreK-22 Summer Programming
11. Plan, direct, and establish priorities and simultaneously coordinate a variety of short- and long-term projects to achieve the mission and vision of the district
12. Proactively identifies challenges and opportunities, analyzes potential solutions, and recommends strategic action plans that advance district goals in curriculum, instruction, innovation, and assessment. Ensure proposed solutions are data-informed, aligned with the district's mission and instructional model, and designed to improve teaching and learning outcomes for all students

***Data-Informed Decision-Making & School Improvement***

1. Leads the district's continuous improvement model
2. Designs professional learning for administrators in instructional strategies, assessment literacy, and data use
3. Supervises a comprehensive professional development program for educators, including an onboarding process for new staff and induction for new educators
4. Evaluates assessment tools and systems used for school improvement and curriculum evaluation
5. Supports principals in analyzing school improvement and student performance data
6. Reviews, interprets, and communicates districtwide testing results
7. Identifies and structures data needed for program evaluations
8. Consults on program evaluation studies and supports reporting

***Mission, Vision, & Strategic Plan Alignment & It's Promotion at all Levels***

1. Ensures district strategic priorities are visible and actionable across all schools
2. Interprets district programs, instructional philosophy, and policies for staff, families, and community
3. Serves as district spokesperson for curriculum, instruction, assessment, and school improvement
4. Coordinates curriculum and instructional coherence across content areas and grade levels
5. Supports and leads out in collaboration with other district and building leaders the operationalization of the Portrait of a Graduate across all buildings
6. Communicates progress toward state, federal, and district standards
7. Oversees the District Mentoring & Induction Program for educators
8. Represents the District and regularly presents at state, regional, and national professional organizations

9. Supports and coaches administrators in staff supervision and instructional leadership
10. Reviews and approves external research proposals
11. Partners with the Superintendent to ensure that building level administrators develop the knowledge and skills needed to ensure that the written curriculum is the implemented curriculum across every classroom in every building

### ***Professional Learning, Innovation, & Instructional Leadership***

1. Stay current on research, laws, trends, and innovations in curriculum, instruction, assessment, and grants
2. Collaborate with educational leaders and professional organizations at regional, state, and national levels
3. Maintain and curate professional learning resources for district staff
4. Encourage innovative practices that support the LZ95 Instructional Model and student engagement
5. Support and coach principals to ensure the effective integration of technology resources into high-quality classroom instructional practices designed to improve student achievement, learning experiences and opportunities
6. Engage with social, professional, civic, volunteer, and other community agencies and groups having interest in schools

### ***Support to the Superintendent:***

1. Participate as an engaged and productive member of the Superintendent's Cabinet and District leadership team
2. Ensure compliance with all Board of Education policies and administrative procedures
3. Act as the superintendent's designee when directed
4. Alongside the superintendent, collaboratively develop, plan, and execute professional learning opportunities to all District Leaders throughout the school year in alignment with the strategic plan, identified goals, and approved action plans
5. Participate in and plan for Board of Education Retreats at the direction of and in collaboration with the superintendent
6. Performs other duties as assigned by the superintendent or designee

## **PHYSICAL REQUIREMENTS**

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

## **TERMS OF EMPLOYMENT**

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

## **ACKNOWLEDGMENT**

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY

REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_