

CARSON CITY SCHOOL DISTRICT

Job Description

Job Title: Associate Superintendent – Educational Services

Location: District Wide

Department: District Office

General Job Description:

To provide leadership in the development, implementation, and coordination of the District's K-12 educational services, and to utilize Federal funding opportunities to as great advantage as possible to benefit the students of the District. Reports to Superintendent and supervises Staff members designated by the Superintendent.

Licenses or Certificates Required:

Valid educational license issued by the Nevada Department of Education, with an endorsement in School Administration. Possession of a Masters' Degree from an accredited institution. Five years of previous school administrative experience is required. A valid driver's license issued by the state of residence, is required, as is an original Social Security Card.

The Job Functions:

Assessment and Accountability

Guides the development, implementation, and evaluation of curriculum and instructional services. Keeps abreast of developments and trends in instruction, and furnishes leadership in determining their appropriateness for inclusion in the District educational program. Serves as the Testing/Assessment Director for the District. Oversees and produces the District and School Accountability Reports. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel when applicable. Supervises and evaluates the following: Office Staff, Western Nevada Regional Training Program (WNRTP) Trainers, ESL/PDC, Administrator, and Statistician. Guides the development, implementation, and evaluation of pre-service and in-service training programs for professional personnel. Works with principals and teachers committees in organizing and coordinating grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the District. Directs creation of and edits for publication all curriculum guides prepared by and distributed among the instructional staff. Assists, upon request of the Superintendent, in the review and evaluation of building administrators and supervisors. Observes teachers, upon requests of principals, and offers insights for the enhancement of the teaching learning situation. Assumes responsibility for reviewing and evaluating results of District-wide testing programs, and for other evaluative measures used by the schools. Studies and evaluates, and, as appropriate, recommends adoption of the new instructional materials, textbooks, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment and materials. Assumes a leadership role in developing curriculum for any course mandated by the Legislature and the Board. Recommends the addition of new courses, grade placement of courses, credit allowance for courses, and graduation requirements. Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public. Studies all Federal legislation, projects, and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations offered relevant to the needs of the District. Assists the Superintendent and the professional staff in planning the wise utilization of funds available to the schools through the various Federal programs. Works with designated committees of teachers, principals and lay persons in specific Federal and State programs or projects. Assists in disseminating information to appropriate educational institutions, lay groups, the State Department of Education, and the U.S. Office of Education. Evaluates and approves requests for children to be home schooled and for 16 year old students who are requesting to take the GED. Performs other responsibilities as assigned.

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Committee and Board Responsibilities:

Assessment (*State Test Directors Committee):

Create District test calendar and District Test Security Plan and required manuals. Collect and review School Test Security Plans. Provide Test Security Training on all assessments; i.e. (CRT, HSPE, Writing, MAP/ALT, ITBS/ITED, NASAA, ELPA, NAEP). Coordinate and monitor all test administrations. Collect, download and distribute assessment results. Provide training for the utilization of test data. Review and evaluates test data results. Prepare presentation materials for test data. Monitor and coordinate MAP and ALT testing and training. Provide training for ALT/MAP site coordinators. Provide and coordinate formative assessment training.

Accountability (*State Accountability Directors Committee):

Oversee, verify and monitor accountability data collection. Oversee the creation of annual Accountability Reports for District and all schools. Oversee and monitor attendance procedures. Annually revise Attendance Procedures manual. Provide training for attendance procedures. Oversee and coordinate annual attendance audit and coordinate collection and utilization of SASI data. Monitor ADA data collection and reporting.

Professional Development (*WNRTP Governance Board):

Oversee Professional Development Center personnel and programs. Evaluate PDC Administrator. Monitor issuance of recertification and professional growth credits. Oversee and coordinate all professional development (PDC, WNRTP, school site, etc.) and “early release days” programs. Monitor Minimum Day and Institute Day applications and schedules. Provide training for use and implementation of MyLearningPlan. Oversee district SB404 grant programs. Coordinate Data Driven Decision Making workshops and district professional development activities through WNRTP. Monitor administrative stipends through WNRTP, NELIP/literacy programs and WNRTP budget. Evaluate district personnel working for WNRTP. Support survey data collection by WNRTP. Evaluate and monitor WNRTP mini-grants for qualifying schools.

Curriculum and Instruction (*State Accountability Directors Committee, State Tech Prep Steering Committee, State Home School Directors):

Provide training on State Standards. Oversee revision and implementation of District Curriculum Maps in all content areas. Annually revise Curriculum Guides and Brochures. Facilitate and oversee annual textbook adoption process. Administer textbook adoption budget. Oversee coordination of district elementary math initiative and the revision and implementation of District Standards-Based Report Card. Oversee Science Advisory committee and District Science Night and the coordination of state GEMS program and grants. Administer Home School Program. Monitor Class-size Reduction program reporting. Administer GED (16 year-old) withdrawal program. Coordinate dual-credit program. Oversee coordination of School-to-School partnership program and grants. Monitor and coordinate ETS-Pulliam site coordinators. Collect and distribute curriculum and instruction materials. Coordinate and monitor revision of high school course lists. Collect and monitor remediation data within the Nevada System of Higher Education (NSHE). Monitor Kindergarten entrance eligibility. Coordinate summer school schedules. Prepare “Back-to-School” information for publication.

District/ School Improvement (*State Improvement Plan Advisory Committee, State QYP subcommittee, Empire School Support Team (SST), Fremont SST):

Oversee revision and implementation of District Improvement Plan (DIP). Provide training and guidance for School Improvement Planning teams. Review and evaluate School Improvement Plans (SIP’s). Monitor implementation of SIP’s and DIP. Create and monitor Technical Assistance Partnerships (TAP’s) for schools in need of improvement. Review, evaluate and monitor district and school Annual Yearly Progress (AYP) data. Support school AYP appeal process. Review and evaluate school AYP appeals. Provide presentations and training for AYP results. Monitor district and school Annual Measurable Achievement Objectives (AMAO’s) for ESL programs. Coordinate revision of district Technology Plan. Coordinate and monitor School Choice program and Supplemental Educational Services program. Monitor NRS and NALC statutes and regulations and Charter

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School programs. Monitor and revise CCSD Policy and Regulations as needed. Complete annual evaluations for three site administrators.

Terms of Employment:

Twelve-month year. Salary and work year to be established by the Board. Evaluation performance of this job will be done in accordance with the provisions of the Board's policy on evaluation of central office administrators.

Physical Demands and Working Conditions:

Work is normally performed in a typical interior/office work environment. Limited physical effort is required. There is limited exposure to physical risk.