

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Assistant Superintendent for Curriculum and Instruction

**Supervisor:** Superintendent

**FLSA Status:** Exempt

**Employee Group:** Administrative

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#### Qualifications:

1. Valid Illinois Professional Educator License with Administrative Endorsement
2. Master's Degree in Education
3. District-level administrative or supervisory experience preferred
4. At least three years of successful teaching experience
5. Knowledge of curriculum, program development and planning

#### Terms of Employment:

- Twelve (12) Month Contract
- Twenty (20) Vacation Days

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Supervise and evaluate the administration of the District's curricular instructional program.
2. Serve on Superintendent's Cabinet and attend all Board meetings and other relevant District/Board events and committees as directed by the Superintendent.
3. Supervise the administration of certified staff and paraprofessionals.
4. Direct labor relations as they relate to curriculum and instructional programming.
5. Supervise and direct the administration of federal and state entitlements and grants.
6. Serve as the District Safety Program Coordinator (Policy 4:170)
7. Supervise the accountability and the school improvement planning process.
8. Direct the District's staff development program, staff travel, and mentor/mentee program.
9. Facilitate post-secondary education partnerships.
10. Oversee the District Calendar.
11. Keep current with best practices and requirements as they relate to your job assignment.
12. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.