



7. Oversee textbook adoption and supplemental instructional support at the secondary level in coordination with other District and building administration consistent with District goals.
8. Collect, analyze, interpret, and communicate to all internal and external stakeholders assessment and instructional program delivery data for secondary schools relevant to District, State, and Federal accountability targets at the student, student subgroup, school, and District levels.
9. Assist Technology Director in the selection, approval, and implementation of instructional technology (hardware and software) related to elementary curriculum, instruction, and assessment in alignment with the District Improvement Plan and District goals.
10. Prepare, submit and manage curriculum related state and federal grants and entitlements related to secondary programming.
11. Attend Board meetings and serve on District/school committees and professional organizations as appointed by the Assistant Superintendent or Superintendent.
12. Serve as community ambassador for community events, committees and civic organizations as assigned by the Assistant Superintendent or Superintendent.
13. Support general administration in the absence of Superintendent/Administrative Assistant to the Superintendent or in the absence of central office administrators (cabinet members).
14. In the absence of Superintendent's cabinet members, serve as District certified administrator-in-charge.
15. Keep current with best practices and requirements as they relate to your job assignment.
16. 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.