



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Assistant Superintendent of Curriculum and Instruction	REPORTS TO:	Superintendent
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QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid School Administrator / Principal Certificate or eligibility.2. Minimum 5 years in teaching, curriculum development and school administration.3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff.4. Strong leadership and communication skills.
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GENERAL DESCRIPTION:

To assist the superintendent by providing leadership to the professional staff as well as to plan, implement, articulate and evaluate all instructional programs, professional development, curriculum, and school district operations.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Assists the superintendent in supervising the district's instructional programs and school services.
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
3. Assists with the preparation and administration of the instructional accounts of the school budget.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
5. Assumes the responsibilities for administering the district in the absence of the superintendent.
6. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
7. Plans in-service programs for professional staff based on district priorities for instructional improvement.
8. Prepares drafts of needed board policies and administrative rules for the superintendent's review and/or board action.
9. Prepares and manages grants to support instructional programs.
10. Perform such other tasks and assume such other responsibilities as assigned by the Superintendent.

WORK YEAR: Twelve-month position.

DATE APPROVED:	
BY:	Board of Education