



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 455-6700 Fax (602) 278-1693
Kent Paredes Scribner, Ph.D., Superintendent

ASSOCIATE SUPERINTENDENT FOR TEACHING AND LEARNING

FLSA Exempt: Yes **Salary Schedule:** Administrative
Department: Teaching and Learning **Reports to:** Superintendent
Date: December 2006

Supervises: Certified and Classified staff within the Teaching and Learning Department

Primary Function: Provides leadership in planning, managing, coordinating and directing all aspects of the District's Teaching and Learning Division

Qualifications:

1. Master's Degree in Education, Educational Administration, or in a related field
2. Arizona Superintendent Certification
3. Minimum three (3) years successful teaching experience in public schools
4. Minimum three (3) years successful administrative experience in public schools
5. Principalship experience (preferred)
6. Extensive knowledge of curriculum development and various instructional strategies
7. Experience in planning and implementing programs

Assigned Responsibilities:

1. Supervises, coordinates, directs and evaluates the activities of School Leadership, Special Needs, English Language Learning, Assessment and Evaluation, Staff Development, Early Childhood Education, Language Arts, Math/Science, Educational Technology Instructors.
2. Recommends policies and regulations for teaching and learning to the Superintendent.
3. Ensures compliance with Board policies in the teaching and learning areas.
4. Informs the Superintendent of all major teaching and learning activities, programs, and progress of the District.

5. Directs the design and delivery of curriculum in all content areas
6. Ensures the alignment of curriculum in all content areas.
7. Directs the development of all federal, state and district instructional grants.
8. Develops, coordinates and administers the division budget.
9. Recommends curricular and instructional strategies to assist schools in improving student achievement.
10. Analyzes the job responsibilities of the Curriculum and Instruction Department staff and makes recommendations for revision, when necessary.
11. Collaborates with other administrative staff to ensure effective services to schools and the community.
12. Prepares and presents state and district reports as necessary.
13. Interviews and recommends individuals for hiring, reclassification, placement, promotion, suspension or termination of employees within the Teaching and Learning Division.
14. Maintains effective communication.
15. Attend all board meetings.
16. Acts on behalf of the Superintendent as directed.
17. Performs other duties as assigned by the Superintendent.

Opening/Closing Date: Until Filled

INTERNAL/EXTERNAL

AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH TITLE IX OF
THE EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF THE
REHABILITATION ACT OF 1973

12/06