

# JOB DESCRIPTION

Position Title: Asst. Supt. of Curriculum,  
Instruction & Pupil Personnel Services  
Category: Unclassified/Administrative  
Adoption Date: 2018

**POSITION TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION & PUPIL PERSONNEL SERVICES (CIPPS)**

**Reports To: Superintendent of Schools**

## **Purpose:**

To provide district-wide leadership focused on achieving the district mission; while operating as the key academic advisor to the Superintendent. This is a key integral position responsible for K-12 student growth, achievement and continuous improvement, overseeing instruction and leading district initiatives.

## **Qualifications:**

### **Education/Experience**

- New York State Certification as a School District Administrator/Leader (SBL/SDL)
- Minimum Five (5) Years serving as an educational leader.
- Experience as a building principal is preferred.
- Experience in the field of Special Education

### **Knowledge/Skill Set**

- Demonstrated ability in program development, assessment and strategic planning.
- Experience in developing and managing Grants.
- Experience in the supervision and evaluation of employees.
- Strong experience in leading RTI / MTSS Implementation
- Demonstrate excellent team leadership, interpersonal, written and verbal communication skills.
- Effective leadership abilities and consensus-building skills.
- Demonstrated supervisory and management skills.
- Possess knowledge of current trends in education.
- Proven success in educational leadership, innovation, planning and facilitation skills required.
- Expertise in supporting continuous district-wide data and process improvement.

## **Position Description:**

The Assistant Superintendent of **CIPPS** assists the Superintendent of Schools to provide leadership to and coordinate the instructional programs of the District in accordance with New York State Law, Regulations of the Commissioner of Education, and local Board of Education objectives and policies. The Assistant Superintendent of **CIPPS** supervises on a constant, ongoing basis the translation of the District's educational philosophy, goals, and objectives into active terms that support standard-based, data-driven instructional programs and directly benefit each individual student.

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**POSITION TITLE: ASSISTANT SUPERINTENDENT OF CURRICULUM, INSTRUCTION & PUPIL PERSONNEL SERVICES (CIPPS) (Cont'd)**

The Assistant Superintendent of **CIPPS** supervises and coordinates all PK-12 instructional activities of the Principals, Assistant Principals, Director of Special Education, Director of Health, Physical Education, Athletics, and Recreation, Instructional Specialists, and Director of Instructional Technology.

## Responsibilities:

- 1. Supervision and Support of K-12 Principals.** Provide leadership, direction, supervision and support to the K-12 principals including professional growth and development. Support continuous improvement and innovation with our K-12 schools in partnership and collaboration with district departments, to achieve our mission, strategic results and board adopted goals and policies. Principals are effectively supported and evaluated so the strategic objectives are achieved.
- 2. District Wide Leadership.** Provide leadership to ensure continuity of district operation and educational services to meet the strategic objectives.
- 3. Family and Student Relationships.** Work with principals, families, students and district leaders to build and maintain strong productive collaborative relationships that support student learning.
- 4. Culture and Climate.** Advises the superintendent and collaborates with cabinet members, principals and employees to create a district-wide culture and climate that is reflective of the district's core values and empowers all employees to engage and innovate. The appropriate candidate recognizes that relations flourish on a foundation of mutual trust and respect, and continuous learning is essential for personal fulfillment, opportunity and success.
- 5. Policy.** Develops, implements, interprets, monitors and reports on academic and student policies, as assigned by the superintendent.
- 6. Strategic Planning.** Advise the Superintendent, while collaborating with cabinet members to implement the strategies and tactics defined within the strategic plan. They include: eliminating achievement disparities, personalizing / individualizing learning, empowering employees, maximizing the strengths of school and community leadership, and leveraging digital tools. This will include aiding in future design, measurement and reporting of results.

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**7. Innovation.** Design, implement and facilitate models that support innovation aligned to our strategic work and mission that span departments and sites. Cultivate a culture of innovation that encourages a high level of stakeholder engagement. Manage faculty professional development.

**8. Communication and public relations.** Represent the school district within the community, professional organizations and education community at large. Build trust, relationships, and partnerships with all stakeholders.

**9. Budget.** Develop, monitor and oversee budgets for academic programs, innovation efforts, grants and other budgets assigned by the superintendent.

**10. Other duties as assigned.** This job description describes the general nature and work expected of an individual assigned to this positions. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Job Expectations:**

All academic programs and affairs are in order and maintain a high level of excellence. Staff are trained and supported in accordance to the district mission. Staff supervision meets the requirements of the district performance improvement process. The academic programs are well managed and support the district mission. The educational services budgets and grants are accurate and timely. Communication is professional, inclusive and relayed to decision-making groups.

**Standard Measures of Accomplishment:**

1. District teaching and learning programs and initiatives are managed effectively and maintain a high level of excellence.
2. All customers are treated fairly and respectfully:  
 Internal Customers - Teachers, Principals, Staff, BOE  
 External – Students, parents, community and business members
3. All staff are trained and supported according to the district mission.

All positions are designed to support the mission of the APW Central School District:

**A**cademics at its best, **P**ursuit of excellence, **W**here students come first.