

Position Title	ASSISTANT SUPERINTENDENT	251
Primary Purpose	This position is accountable for the development, implementation and evaluation of sound educational practices in the Shrewsbury Public Schools.	
Contractual Relationship	Reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent that is approved by the School Committee.	
Organizational Relationship	Works cooperatively with principals and central office administrators and supervises K-12 Department Directors, Title One Director, Curriculum Specialists, Secretary to the Assistant Superintendent, and the Attendance Registrar.	
Responsibilities	<p>Curriculum:</p> <ul style="list-style-type: none"> • Advises the Superintendent on the development of district goals to address Curriculum and Instruction. • Supervises and monitors the implementation and articulation of curriculum PreK-12 consistent with the Massachusetts Curriculum Frameworks. • Facilitates the regular review of curriculum. • Manages the school district's testing and assessment program including MCAS. • Develops, supervises, and monitors summer programs and curriculum workshops. • Manages the school district's Section 504 compliance program. • Facilitates program development and evaluations with 9-12 Directors. • Reviews and approves requests for field trips. <p>Personnel:</p> <ul style="list-style-type: none"> • Participates in the selection process of administrative staff for the Shrewsbury Public Schools. • Reviews and approves requests for conference attendance and professional days. • Coordinates the district's mentoring program for new teachers. • Works with the administrative staff in providing support programs for teachers who are recommended for such support through the supervision and evaluation process. • Works cooperatively with principals to develop assignments for K-12 staff. <p>Professional Development:</p> <ul style="list-style-type: none"> • Works cooperatively with the Shrewsbury Education Association to promote professional development opportunities for all staff. • Facilitates the production of the district's annual professional development plan and publishes the faculty guide to professional development. • Works with staff to meet the needs of recertification and individual professional development plans. <p>Grants:</p> <ul style="list-style-type: none"> • Seeks grant opportunities for the development of programs. • Manages the school district's grant application process. • Monitors grants and prepares reports to funding agencies. • Serves as the district's liaison to the federal government for Title I. <p>Other:</p> <ul style="list-style-type: none"> • Coordinates home schooling programs. • Prepares reports to support School Committee decision making. • Makes presentations and interprets the instructional program to the professional staff, the School Committee, and community groups. 	

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<p>Responsibilities Cont.</p>	<p>Other Cont.:</p> <ul style="list-style-type: none">• Participates in the district budget preparation process and manages fiscal resources to support district instructional goals.• Advises the Superintendent in areas of responsibility and initiates program proposals and activities to improve services and/or increase the efficiency of the school district.• Manages the district's student information management systems.• Prepares the elementary handbook in consultation with principals.• Provides support to the School Committee in the collective bargaining process, including attending negotiation sessions as required and participating in the grievance process as needed.• Provides equal educational and employment opportunities to all individuals regardless of race, color, gender, age, religion, national origin, disability, or sexual orientation.• Performs other tasks as assigned by the Superintendent.
<p>Qualifications</p>	<ul style="list-style-type: none">• Master's degree in an appropriate field.• Certified or eligible for certification as Superintendent/ Assistant Superintendent in the State of Massachusetts.• Previous experience with curriculum development and program design.• Ability to identify problems, analyze situations, develop potential solutions and work with various personnel (school department, town departments, community and vendors) to reach consensus.• Computer skills with the ability to use a variety of office applications (e.g., word processing, databases, spreadsheets).