



Shrewsbury Public Schools

Joseph M. Sawyer, Ed.D.
Superintendent

May 10, 2017

To: School Committee
From: Joe Sawyer
Re: Recommended candidate for Assistant Superintendent for Curriculum, Instruction & Assessment

After an extremely thorough vetting process, I am pleased to recommend that you vote to appoint Ms. Amy B. Clouter as the Assistant Superintendent for Curriculum, Instruction & Assessment, effective July 1, 2017.

Ms. Clouter has served as the principal of the Calvin Coolidge School here in Shrewsbury since 2006. Throughout her almost 11 years at Coolidge, her leadership has resulted in strong academic improvement, including the highlight of Coolidge being named a Governor's Commendation School in 2011. During her time in the district, Ms. Clouter has played a key leadership role in several important district curriculum initiatives in the areas of literacy, mathematics, and writing. It is well known within the district that Ms. Clouter's expertise in her field is extensive, and the search process made it clear that she possesses a deep understanding of how curriculum, instructional practice, assessment, and professional development must be connected in a systematic way in order to ensure that the district's academic program represents best practices that maximize our students' learning.

Throughout the search process, Ms. Clouter articulated how she would work with and support Shrewsbury educators and parents in developing a shared vision for how to best educate our students for future success. This will serve her well in her new role, as she will be largely responsible for coordinating the work of developing the district's next set of strategic priorities. Given Ms. Clouter's considerable technical expertise regarding teaching and learning, her thoughtful approach to leading change, and her deep commitment to the success and wellbeing of our community's children, I ultimately came to the decision that she is the best fit for this important district leadership role at this time (please see the job description below for a sense of the extensive scope of the responsibilities of this office).

I also wish to share with the Committee that this was the single most difficult hiring decision I have made in over two decades of work as a school administrator. Dr. Jane Lizotte, the very successful Principal of Sherwood Middle School, was also a superb candidate for the role. During the search process, Dr. Lizotte demonstrated extraordinary leadership skills, particularly in how schools can develop strong cultures where the needs of the whole child are well met, including students' academic, social, emotional, and physical wellbeing. As a result of the search process, I have more appreciation than ever for her leadership, and going forward I am hopeful that we will be able to find ways for her many strengths to have more of an impact district-wide.

Assistant Superintendent for Curriculum, Instruction & Assessment Job Description:

This position is a key member of the district's central office leadership team, which is also comprised of the Superintendent, the Assistant Superintendent for Finance and Operations, the Director of Special Education and Pupil Personnel Services, and the Director of Human Resources. The primary purpose of the role is to lead the development, implementation, and evaluation of sound educational practices and professional development in the Shrewsbury Public Schools. The Assistant Superintendent for Curriculum, Instruction, and Assessment coordinates this work as part of various teams, collaborating with Principals, Department Directors, Curriculum Coordinators, Instructional Coaches, Teachers, and other staff on improvement initiatives. Various positions within the district report directly or indirectly to this role.

Contractual Relationship:

The Assistant Superintendent for Curriculum, Instruction, and Assessment reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent that is approved by the School Committee.

Qualifications:

- Minimum five years of combined teaching and educational administration experience
- Master's degree in appropriate field; doctorate desirable
- Licensed or eligible for licensure as Superintendent/Assistant Superintendent by the Massachusetts Department of Elementary and Secondary Education
- Strong leadership, management, interpersonal, communication, and presentation skills that reflect our district's core values
- Previous experience with curriculum development and educational program design
- Strong experience and skills in strategic planning and change management
- Ability to identify problems, analyze situations, develop potential solutions, and work with various Shrewsbury Public Schools stakeholders (educators, support staff, parents, community members, etc.) to implement and evaluate plans for improvement
- Professional experience with effectively integrating technology into educational practice to improve teaching and learning
- Personally proficient with the use of technology tools

Responsibilities (include but are not limited to):

Curriculum, Instruction and Assessment:

- Supervises and monitors the implementation and articulation of curriculum PreK-12 consistent with the Massachusetts Curriculum Frameworks
- Facilitates the regular review of curriculum and proposes revisions as necessary
- Manages the school district's testing and assessment program including state required testing
- Develops, supervises, and monitors summer programs and curriculum workshops
- Facilitates program development and evaluation with department directors
- Analyzes assessment data and collaborates with other leaders to make improvements

Personnel:

- Supervises and evaluates department directors and curriculum leaders per the district's educator

evaluation system

- Leads the selection process for direct reports and participates in other administrative search processes
- Reviews and approves requests for conference attendance, professional days, and professional development course and workshop requests
- Coordinates the district's mentoring program for new teachers

Professional Development:

- Leads the district's professional development program
- Work cooperatively with the Professional Development Committee to develop and promote professional development opportunities for staff
- Organizes professional development offerings on designated non-student days and early release days and through programs such as the summer professional development institute
- Facilitates the production of the district's annual professional development plan and coordinates the district's professional development website
- Works with staff to provide professional development opportunities for re-licensure
- Works with technology and curriculum leaders to promote online collaboration and professional learning

Grants:

- Seeks grant opportunities for the development of programs
- Manages the school district's grant application processes in areas of responsibility
- Monitors grants and prepares reports to funding agencies
- Serves as the district's liaison to federal and state agencies for Title I & Title II grants

Other:

- Coordinates the development of district goals and reports to the School Committee on progress towards achieving them
- Prepares and presents reports to support School Committee decision making
- Makes presentations and interprets the instructional program to the professional staff, the School Committee, and community groups
- 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 effectiveness and efficiency of the school district
- Coordinates home schooling programs and the education of homeless students
- Assists in the preparation of student handbooks in consultation with the principals
- Provides support to the School Committee in the collective bargaining process
- Monitors compliance of equal educational and employment opportunities to all individuals regardless of race, color, gender, gender identity or appearance, age, religion, national origin, disability, veteran status, or sexual orientation
- Performs other functions as assigned by the Superintendent