



NEW HAVEN PUBLIC SCHOOLS
ASSISTANT SUPERINTENDENT FOR INSTRUCTIONAL LEADERSHIP
Job Description

Posted: May 22, 2018

Closing Date: Until Filled

REPORTS TO:

Superintendent/ Deputy Superintendent of Schools

SUPERVISES:

Pre K – 12 Principals

PRIMARY FUNCTION:

Under the direction of the Superintendent/Deputy Superintendent, the Assistant Superintendent of Instructional Leadership provides differentiated guidance, support, and supervision to principals by leveraging Central Office and financial resources to improve student achievement. Builds the capacity of principals to improve the conditions of learning and teaching. Oversees the allocation and monitoring of resources school-based budgeting. Designs, develops, and informs policies, standards, and vision at the district level. Facilitates leadership in the negotiation of employee contractual agreements. Responsible for an aligned PK-12 instructional program that addresses state, local, and federal requirements to ensure academic achievement.

KNOWLEDGE SKILLS AND ABILITIES: Extensive knowledge of all aspects of school district operations. Proven ability to build consensus among peer professionals. Proven ability to evaluate effectively and provide detailed instructionally focused feedback. Demonstrated ability to motivate, support, supervise, and evaluate principals. Commitment to educational excellence and continuous improvement demonstrated through the development and implementation of successful instructional programs and exercised in the selection, training, and evaluation of staff and school leaders. Strong budgeting and financial management knowledge and skills. Thorough knowledge of adult learning in order to build the capacity of school leaders for the purpose of improving program quality and equitable practices. Exceptional conceptual, analytical, organizational, and management skills. Excellent oral and written communication and interpersonal skills.

EDUCATION, TRAINING AND EXPERIENCE: Advanced degree in education or related area (Doctorate in Educational Leadership or related field and 093 *preferred*); 8 years of relevant work experience, primarily as a successful school principal. Demonstrated system wide leadership experience and commitment to developing effective local school leadership. Experience in planning for and implementing systems that establish, track, and evaluate achievement of desired outcomes. Experience in negotiation and/or interest-based bargaining. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Leads supervises, and evaluates principals and a Networked Learning Community.
- Builds instructional leadership of principals with particular focus on instruction, data analysis, intervention and developing capacity

- Provides educational leadership, administrative direction, supervision, and technical assistance and support to schools.
- Leads and facilitates School Quality Reviews
- Ensures that there is coherence with the strategic plan, school plan, student learning objectives, and performance goals
- Provides high level professional learning to school leaders aligned with the district's priorities including convening a community of practice and conducting Instructional rounds and School Quality Reviews.
- Ensures an aligned PK-12 instructional program that addresses state, local, and federal requirements to ensure academic achievement.
- Establishes and maintains effective systems and procedures to support learning and teaching and district operations.
- Allocates staffing and resources to schools
- Oversees and monitors school budgets and ensures fiduciary accountability
- Monitors school progress through feedback from students, teachers, principals, directors, community agencies, business leaders, consultants, and parents.
- Conducts on-site observations of schools.
- Plans and develops researched programs and supports to be implemented across schools.
- Leads, directs, and coordinates the work of central office administrators and teams to support schools.
- Leads, assists, and monitors the implementation of district initiatives and programs.
- Designs, develops, and informs policies, standards, and vision at the district level
- Provides input and progress monitoring for school improvement plans into long range improvement plans
- Serves as the Superintendent's designee in school improvement planning, policy implementation, and community relations.
- Establishes an action plan and utilizing coaching techniques that will guide principals in the continuous improvement process and facilitate a structure for reflective practice;
- Assesses the culture of schools to determine readiness of school structures to use data to help school teams become accountable to each other and the students they serve;
- Collaborates with departments to provide the appropriate system resources that address the needs of schools
- Responds to parent/community concerns and directing these concerns to appropriate offices;
- Ensures alignment of instructional, human, and financial resources with system's priorities and strategic plan.
- Collaborates with the Office of Finance and Office of Talent Management/Labor Relations and Legal Services regarding budget priorities, budget formation, budget adjustments, and management of the impact to schools.
- Facilitates and takes leadership in negotiating employee contracts
- Acts as Superintendent's designee for schools relative to special status – Commissioner's Network, Alliance grants, etc., including but not limited to representing the district at the State level.
- Other responsibilities as assigned by the Superintendent and/or Deputy Superintendent

CERTIFICATION REQUIREMENTS:

Intermediate Administration or Supervision (092) required. (093) Preferred.

SPECIAL REQUIREMENTS:

(Frequent overtime or night work required, etc.) Frequent evening work required, including attendance at Board of Education meetings and events, school system meetings and events, and community activities as

required

SALARY AND TERMS OF EMPLOYMENT: 12-Month work year. Non-Bargaining Grid. Salary is commensurate with experience and by individual employment contract.

EVALUATION: Evaluated annually by the Deputy Superintendent of Schools

NOTE: The above description covers the principle duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all duties or as a contract. In all cases, these relationships, functions and their applications are subject to change by the Superintendent of Schools.

APPLICATION PROCEDURE:

To be considered, all internal and external applicants must fully complete a New Haven Public Schools' online application on AppliTrack.

All candidates must upload requested documents, including: cover letter, current resume, and three (3) letters of professional reference that were prepared within the last three years.

The screening process for highly qualified candidates is immediate and ongoing. Interested candidates are encouraged to apply as soon as possible.

To apply, please follow the link: <http://www.aplitrack.com/nhps/OnlineApp/default.aspx>

The New Haven Public Schools is an equal opportunity employer with a commitment to a diverse workforce. For more information on the New Haven Public Schools, please visit our website at www.nhps.net.