

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0409  
Pay Grade: C13

FLSA: Exempt  
Administrative

**ASSOCIATE SUPERINTENDENT, CURRICULUM AND INSTRUCTION TEACHING AND LEARNING SERVICES**

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES:**

Executive Director, Pre-K Core Curriculum  
Executive Director, Student Services  
Executive Director, Exceptional Student Education  
Executive Director, Career, Technical and Adult education  
Executive Director, Assessment, Accountability and Research  
Director Title I  
Director, Special Projects  
Partnership Schools  
Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with certification in Educational Leadership or Administration and Supervision. A high concentration of coursework and career experience in the area of curriculum is necessary.

**PREFERRED:**

Experience in public school administration (curriculum and supervision) is preferred.

**MAJOR FUNCTION**

The Associate Superintendent, ~~Curriculum and Instruction~~ Teaching and Learning performs a variety of supervisory and administrative tasks in developing, directing, and overseeing the day to day operations of the ~~Curriculum and Instruction Division~~ Teaching and Learning including translating the district's educational philosophy, goals, and objectives into active terms that directly benefit students. The Associate Superintendent, ~~Curriculum and Instruction~~ Teaching and Learning is responsible for the administration of the Division's departments including the supervision of its personnel and functions, goal setting, communicating, and decision-making while coordinating the delivery of the PreK-12 ~~Adult~~ curriculum. This position works directly with the ~~Deputy Superintendent~~ Associate Superintendent, Finance & Business Services, Associate Superintendent, Operational Services and Regional Area Superintendents to develop systematic approaches to evaluate and improve teaching and learning to determine the most effective means of closing the achievement gaps and increasing student achievement for every student in a safe learning environment.

**ESSENTIAL RESPONSIBILITIES**

- Advocates, facilitates, and monitors the alignment of curriculum, instruction, assessment, and improvement in the accomplishment of district goals and School Improvement Plans
- Provides leadership and direction for the development and implementation of strategic plans within the Division, aligned with and supportive of the district strategic plan.
- Interprets impact of legislation, state board rule and policy as it relates to curriculum, instruction, assessment, and reporting student progress
- Develops requirements for promotion and graduation of students consistent with state requirements
- Monitors and communicates trend, benchmark, and comparison data in the areas of curriculum, instruction, assessment, and improvement activities to assist school personnel in analyzing data for

continuous improvement of student achievement

- Represents the Division on the Superintendent's cabinet, serves on community boards as requested, and acts as liaison with community groups, parents, colleges, universities, and other agencies
- Vested with the authority of the superintendent to resolve issues related to the day to day operations of the Curriculum and Instruction Division of Teaching and Learning: Elementary, Secondary, Workforce Career, Technical & Adult, Exceptional Student Education and Student Services departments; grant and Federally funded initiatives including IDEA and Titled programs; charter & partnership schools; Assessment, Accountability, & Research
- Communicates budget parameters from various funding allocations, Florida Education Finance Program (FEFP) alignment information and legislative mandates
- Develops Division's annual budget, recommends school staffing models and the progress report schedule, and provides input to school calendar
- Participates in FTE projections, student assignment, and represents Division in planning Capital Outlay projects
- Develops and monitors program processes and services based on data and the needs of students, teachers, administrators, families, businesses and community
- Solicits and monitors customer satisfaction results and provides leadership in the evaluation and modification of programs through advisory committees and other groups
- Provides direction for the improvement of student achievement in grades PreK-12Adult system wide
- Develops, organizes and implements models of technical assistance for schools with low student achievement
- Develops, organizes and implements models, for seminar sessions programs & practices, for schools with average to high student achievement including acceleration mechanisms
- Develops, organizes and implements models of Multi Tiered Systems of Support and/or Response To Intervention
- Provides direction in the planning, coordination and overall implementation of research, evaluation, testing and accountability services, projects and activities in the district with emphasis on improved decision making and accountability, particularly in regard to district goals, objectives and priorities, District Strategic Plan
- Provides direction in the planning, organizing, coordinating, and evaluating of all K-12 career technical programs including Centers of Excellence, Career Academies and postsecondary adult education programs
- Leads an achievement team of ~~Assistant Superintendents~~ Executive Directors, their directors and staff members to provide direct assistance to schools served by that team with the delivery of technical assistance to schools
- Works with Florida Department of Education (DOE) state assistance teams and the district Turnaround Officer
- ~~Communicates~~ Works collaboratively with Regional Area Superintendents, school system departments, community agencies, local universities, research laboratories, etc
- ~~Seeks advice from, as well as shares information with each group~~
- Maintains contact with other school systems to share ideas and information
- Represents the Superintendent, upon request
- Attends professional meetings (national, state, and local) to keep informed on current developments as they pertain to the Division
- Establishes a budget for instructional materials
- Monitors/approves out of county travel requests
- Consults with university personnel to improve teacher training programs
- Performs other related duties as required

**TERMS OF EMPLOYEMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 3/82; TITLE BOARD APPROVED: 8/26/81; FORMAT REVISED: 7/88; REVISED: (TITLE) 8/90; BOARD APPROVED: 8/22/90; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE: 9/05 AK; BOARD APPROVED: 9/27/05; REVISED D&R 10/05 AK, REVISED TITLE, D&R, PAY GRADE: 2/07; BOARD APPROVED: 2/20/07; REVISED TITLE, PAY GRADE, MF, D&R and ADA 7/10 LMCK; BOARD APPROVED: 7/27/10 REVISED FORMAT, TITLE, MF, ER, ADA, LMCK; BOARD APPROVED

**ASSOCIATE SUPERINTENDENT, CURRICULUM AND INSTRUCTION Teaching and Learning**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthl y	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				