

2.4 -- ASSISTANT SUPERINTENDENT

The Assistant Superintendent works under the supervision of the Superintendent and the Deputy Superintendent. He/she shall coordinate and supervise school curriculum and assist in administrative responsibilities. He/she will be responsible for the administration of school programs, the development of professional development programs, community education, and other programs assigned by the Superintendent.

He/she shall:

1. Be responsible for instructional programs and staff development.
2. Provide supervision and direction for all administrative and supervisory personnel.
3. Exercise administrative authority over principals and other district personnel.
4. Assist in the implementation of education standards in the schools and monitoring for continued compliance.
5. Supervise the preparation and revision of curriculum guides.
6. Study and evaluate innovations in instructional-curriculum practices.
7. Serve as a member of committees and assist in the review and selection of curriculum.
8. Work with principals and assistant principals in a program of supervision designed to improve instruction.
9. Make recommendations pertaining to needed school facilities and equipment.
10. Be responsible for the evaluation of principals and assistant principals.
11. Establish and maintain a favorable relationship with local community groups to foster understanding of and support for the school program.
12. Serve as the administrative head of the Van Buren School District in the absence of the Superintendent and Deputy Superintendent.
13. Perform other tasks as may be assigned by the Superintendent.

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