

2.4 -- ASSISTANT SUPERINTENDENT FOR SECONDARY EDUCATION

The Assistant Superintendent for secondary education works under the supervision of the Superintendent, and with central office staff. He/she shall coordinate and supervise school curriculum and assist in administrative responsibilities relating to the secondary schools. He/she will be responsible for the administration of secondary school programs, the development of secondary staff inservice, and community education as it relates to secondary schools.

He/she shall:

1. Be responsible for instructional inservice programs and staff development for the secondary schools.
2. Provide supervision and direction for all secondary administrative and supervisory personnel.
3. Exercise administrative authority over secondary principals and other secondary staff persons.
4. Assist in the implementation of education standards in the secondary schools and monitoring for continued compliance.
5. Be in charge of the preparation and revision of curriculum guides for every subject taught in the secondary schools.
6. Study and evaluate innovations in instructional-curriculum practices.
7. Serve as a member of the secondary textbook committees and assist in the review and selection of textbooks.
8. Work with secondary 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 secondary school 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.
13. Perform other tasks as may be assigned by the Superintendent.

Ref: A.C.A. 6-17-301

Approved by Board of Education 6/14/88