**Brevard Public Schools**  
**Job Description**

**Assistant Superintendent – Office of Leading and Learning**

**Qualifications**
1. Master’s degree from an accredited educational institution with major coursework in curriculum, educational supervision, and/or educational administration required.
2. Certified in Educational Leadership, Administration, and/or Supervision by the State of Florida.
3. Experience in teaching, instructional supervision, educational research, and curriculum development.
4. Five years of administration experience in public education.
5. Valid Florida Driver License.

**Job Goal**

Serve as the line officer directly responsible for the supervision of local school programs, services, and activities and principle advisor to the Superintendent concerning instructional and curriculum issues of the school district, keeping the Superintendent informed concerning the direction and scope of the district’s educational program. Responsible for ensuring a quality education for every student while fostering an environment that is focused on academic achievement and equitable practices for all while being student-centered and results-oriented to ensure the students of Brevard Public schools receive quality instruction to achieve success through differentiated instruction and increased academic rigor. The supervision, coaching, supporting, and evaluation of principals will build the capacity of instructional leaders through strategic feedback on school improvement efforts; directing the selection and evaluation of principals and assistant principals; providing administrative oversight and support through coaching; and encouraging dynamic, innovative, and effective school leadership.

**Knowledge, Skills, & Abilities**

Demonstrated oral and written communication skills; ability to analyze data; ability to make logical recommendations and/or decisions based on accurate information; time management skills; ability to travel from one worksite to another; knowledge of technology. Requires a thorough understanding of elementary and/or secondary education, pre-k through twelfth grade; career and technical education; educational program assessment; Florida’s public education funding mechanisms and budgeting/reporting requirements; and a familiarity with federal and state guidelines for grant acquisition and compliance. Understand the variety of community agencies and their respective roles in support of public education. Be aware of latest research in areas of program responsibility. Demonstrate a thorough knowledge of Board policy and district rules, regulations, practices, and procedures. Demonstrate knowledge of Florida law as it pertains to instructional programs and related services.

**Performance Responsibilities**

**Essential Functions**
1. Provide leadership for a collaborative team to ensure that instructional initiatives are student-focused, results-oriented, and aligned with the District’s mission beliefs, and strategic goals.
2. Serve as a team member of the Superintendent’s senior staff and participate in district-wide planning, development, and evaluation to support school improvement initiatives and processes and align the use of financial and human resources to the District’s goals and priorities.
3. Develop and implement a quality instructional program that is aligned to state and national standards.
4. Support and provide leadership to principals and other school staff, and initiate appropriate actions to support principals and schools.
5. Direct the overall development, coordination, implementation, and evaluation of school-based leaders, and
report on the status of school-improvement efforts, including assessment and evaluation information.

6. Facilitate solutions and identify discrepancies between goals and current status in order to stimulate achievement. Provide support for assigned schools’ continuous improvement objectives and strategies while facilitating the problem solving process.

7. Maintain good public relations with parents, businesses, and community groups to provide information and received feedback, and represent schools at District-level functions as needed.

8. Provide input in the development of policies and administrative guidelines for curriculum and instructional services, and support the implementation of programmatic goals and instructional objectives on a district-wide basis.

9. Advise and counsel the Superintendent on areas of responsibility and recommend necessary actions for the most efficient operation.

10. Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District’s objectives.

11. Direct the principal selection and evaluation process, mentor potential leaders, and identify candidates for promotion.

12. Work closely with professional development staff to coordinate the dissemination of information regarding the training of school-based administrators.

13. Build synergistic partnerships among principals, parents, businesses, and other community stakeholders in the educational process, and establish relationships with community leadership and stakeholders to build support for BPS programs. Represent the Superintendent of Schools as needed to clearly articulate system priorities, policies, and interests.

14. Work with legal staff on personnel and other related matters as appropriate.

15. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.

16. Collaborate with school and district staff to ensure high standards for all students to achieve their potential that includes accountability and program alignment in instruction, interventions, assessments, and support.

17. Assist in the coordination of instructional programs and services to ensure efficient implementation and avoid duplication or overlap of efforts, and support a systemic approach to curriculum and instructional planning, development, implementation, and evaluation.

18. Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.

19. Provide input to the Superintendent’s senior staff to develop the annual budget and allocation of resources to the schools, including development of the instructional allocation formula.

20. Provide input for the preparation of collective bargaining negotiations and the School Board meeting agenda.

21. Ensure cross-functional and departmental, coordinated planning, and consistent implementation of instructional programs that are focused on eliminating the achievement gap and improving student achievement.

22. Perform other duties as assigned commensurate with the skills and abilities of the position.

23. Provide outstanding customer service and use positive interpersonal communications skills.

24. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.

25. Ensure compliance with Board rules and applicable federal laws and regulations.

**PHYSICAL DEMANDS & WORKING CONDITIONS**

Sedentary Work: Exerts up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.
## Terms of Employment

### Compensation & Position Details

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<th>SALARY SCHEDULE:</th>
<th>Superintendent’s Cabinet</th>
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<td>3/15/16</td>
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<td>FLSA STATUS:</td>
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*This position has been designated by the District as FRS Senior Management Service Class*

**Draft Developed By:**

*Associate Superintendent – Human Resources Services*

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**FOR HR USE ONLY:**

<table>
<thead>
<tr>
<th>Labor Relations Services:</th>
<th>Jim Hickey</th>
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</thead>
<tbody>
<tr>
<td>Compensation Services:</td>
<td>Rick Morton</td>
</tr>
<tr>
<td>Classification Approved By:</td>
<td>Debra Pace</td>
</tr>
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