



NOTICE OF ANTICIPATED ADMINISTRATIVE OPENING

Assistant Superintendent of Teaching and Learning

COMPENSATION: \$135,000-\$140,000 (commensurate with experience)

PURPOSE OF POSITION

Under direction of the Superintendent, acts as the Superintendent in his/her absence, assists the Superintendent in assigned operations and duties, leads and directs the district's curriculum, teaching, learning and innovation development and instructional process responsibilities to enhance the school district's vision, mission, goals and objectives by planning, implementing and evaluating same functions. This position ensures the advancement and continuous improvement of curriculum development and instructional practice by leading, directing and monitoring the work of the Building Principals, Directors of Elementary and Secondary Education, Student Services Special Education and Director of Student Data & Assessment and by assisting in all areas affecting certificated/licensed staff.

POSITION RESPONSIBILITIES

1. Assist the Superintendent in assigned operations and duties and act as the Superintendent in his/her absence.
2. Leads and supervises the district's instruction and curriculum content in coordination with the Directors of Elementary and Secondary Education, Special Education and Director of Student Data & Assessment to assure that the curriculum content follows the district goals and objectives, state standards and district's strategic plan. Leads efforts related to continuous improvement in district long range planning for the implementation of innovative, research based practices that help produce future ready students.

3. Leads and facilitates designated committees of teachers, principals and lay persons in specific curricular/instructional programs and projects as applicable. Provide leadership for designated committees as assigned by the Superintendent.
4. Ensure that the preparation and maintenance of all data and records is completed in a timely fashion for the operation of special programs funded through Federal and State monies including but not limited to Title I, II, III, V, VI and block grants.
5. Assist the Superintendent, Building Principals and Executive Director of Human Capital in determining staff building requirements (additions or RIFs) for next school year.
6. Ensure problems identified on Sylvania's district and building report cards are properly addressed.
7. Assist staff members in developing instructional skills necessary to effectively implement the district's educational goals and objectives.
8. Manage effectively the Instructional budget with the Directors of Elementary and Secondary Education, Student Services and Special Education and Director of Student Data & Assessment.
9. Complete periodic instructional needs assessments. Based on needs assessments, changes in the law and relevant research, works cooperatively with the district's administrators and committees to design and implement the staff development programs and inservices that address curricular and instructional concerns of staff, parents, and community members.
10. Establish and maintain open communication with staff, administrators, students and parents.
11. Attend meetings as requested to make reports and recommendations on areas of curriculum, instruction and innovation. Keep abreast of current developments in education in general and in curriculum and instruction in particular.
12. In cooperation with the Executive Director of Human Capital, supervise the "Lead Mentor" to develop and implement the district entry year/mentor program for teachers and administrators.
13. Develop and implement licensure activities associated with the Local Professional Development Committee (LPDC) as mandated by ODE guidelines. Sits on the LPDC committee along with the Executive Director of Human Capital.
14. Work collaboratively with the Executive Director of Human Capital to recruit worthy, competent and qualified teachers for the school district. To work with the Executive Director of Human resources to identify retention alternatives to help retain valuable teachers.
15. Perform additional duties as required by the superintendent.

SKILLS AND ABILITIES

1. Must be able to demonstrate a thorough knowledge and understanding of learning processes, including curriculum development, evaluation and instructional improvement (PreK-12).
2. Must be able to demonstrate oral, presentation, and written communication skills.
3. Must be able to satisfactorily pass a criminal record check conducted through the Ohio's BCII and FBI background check.
4. Must be able to demonstrate successful collaborative efforts working with teachers, parents, administrators and/or community members.

EDUCATION AND EXPERIENCE

1. Master's degree required.
2. Must hold a valid and current Ohio Superintendent or Assistant Superintendent's certificate/license.
3. Must have a minimum of five (5) years of highly successful teaching experience.
4. Must have a minimum of two (3) years administrative experience.
5. Must hold a valid and current Ohio teaching certificate/license.
6. Previous principal or assistant principal with experience in building or district curriculum is preferred.

ADDITIONAL WORKING CONDITIONS

1. Exposure to blood, bodily fluids and tissue.
2. Interaction among unruly adults/children
3. Operation of a vehicle in inclement weather conditions.
4. Repetitive hand motion, e.g. computer keyboard, typing, calculator, writing.
5. Requirement to travel, both daily and overnight.
6. Weekend/evening/summer work.

If interested, please apply online at www.sylvaniaschools.org.

Deadline for applications is June 6, 2023. All application information (resume, cover letter and three letters of reference) must be received by that time.