



**JOB TITLE:** Assistant Superintendent of Teaching and Learning

**LOCATION:** North Andover Public Schools  
566 Main Street, North Andover, MA

**REPORTS TO:** Is under the **immediate direction** of the Superintendent.

**EVALUATED BY:** Superintendent of Schools

**GENERAL DESCRIPTION:** Assists the Superintendent in the duties of providing leadership in developing, achieving, and maintaining the best possible educational programs and services. Responsible for administration of district curriculum, instruction and assessment. Works cooperatively with the Assistant Superintendent of Business and Operations, the Assistant Superintendent of Student Services, the Director of Personnel, and Instructional Specialists. Responsible for grants administration with State and Federal Programs.

**QUALIFICATIONS:**

- Massachusetts Certification as a Superintendent/Assistant Superintendent or the ability to readily attain these certifications.
- Advanced degree in educational administration or appropriate discipline. Doctoral degree preferred, or evidence of working toward a doctoral degree.
- Broad working knowledge of child development, social emotional learning, learning theory, curriculum research, testing and measurement, data analysis, strategic planning and personnel practices.
- Significant experience as a classroom teacher, preferably from more than one level. Experience as a district or school administrator preferred.
- Effective interpersonal and leadership skills; experience facilitating group decision-making and communication among divergent groups.
- Broad experience in developing and implementing in-service and staff development programs and supervising curriculum and instruction program leaders.
- Experience in creating and supporting blended learning environments.
- Effective administrative and management skills, including demonstrated success as a curriculum developer.
- Excellent speaking, writing, and technology skills.
- Performs other duties that may be assigned by the Superintendent of Schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Guides development, implementation and evaluation of curriculum and instructional services.
- Keeps abreast of developments in curriculum and instruction and furnishes leadership in determining their appropriateness for inclusion in the district educational programs.
- Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods, and programs, and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment and materials.
- Prepares and monitors federal and state grants and those from other sources.

- Guides development, implementation and evaluation of pre-service and in-service training programs for professional personnel.
- Works with principals, department heads and teacher committees in organizing and coordinating grade level and departmental meetings, in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the district.
- Provides staff leadership to ensure understanding of and promote the educational objectives of the district and assists in planning programs of in-service educational activities for instructional personnel.
- Prepares drafts of needed Committee policies and administrative rules for the Superintendent's review and action.
- Interprets the programs, philosophy and policies to the district staff, students and the community at large.
- Serves upon assignment by the Superintendent in general administrative areas.
- Attends School Committee meetings and prepares such reports for the Committee as the Superintendent may request.
- Assists in the development of educational specifications for remodeling projects or new construction.
- Communicates to the Superintendent the requirements and needs of the district as perceived by staff members.
- Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.
- Works cooperatively with the Superintendent regarding budget recommendations to the School Committee.
- Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.
- Assists with supervision and evaluation of instructional staff.
- Oversees the District-wide Teacher Induction Program.
- Manages administrative employees that are directly involved with curriculum, instruction, assessment, and technology. Is responsible for the overall direction, coordination, and evaluation of this unit.

**WORKING CONDITIONS:** Working in a school/office setting.

**WORK YEAR:** 12 month position

**TERMS OF EMPLOYMENT:** As negotiated by the North Andover School Committee