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Statement of.....

## **Policy and Responsibility**

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SUBJECT: ASSISTANT SUPERINTENDENT OF SCHOOL AND STUDENT  
ACHIEVEMENT

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- A. Shall perform duties as directed by the Superintendent.
- B. Direct the activities of the Curriculum Department as designated by the Superintendent and the Board in coordination with the curriculum staff.
- C. Provide leadership in school improvement, student achievement, professional development, grants, and other areas as determined by the Superintendent.
- D. Administer federal and state programs including, but not limited to:
  - Community Development
  - Special Education/IDEA
  - Safe and Drug Free Schools
  - Community Council/School Improvement
  - Quality Teaching
  - School Land Trust
- E. Facilitate the development and provision of a comprehensive professional development program that reflects district, school, and individual goals and needs.
- H. Provide administrative support to all building administrators.
- I. Act as a liaison to schools for the purpose of School Improvement Planning and other initiatives related to curriculum and instruction.