



# ASSOCIATE SUPERINTENDENT – CURRICULUM ASSISTANT SUPERINTENDENT – CURRICULUM ASSISTANT SUPERINTENDENT – CURRICULUM

## SUMMARY/SCOPE/GOAL

Serve as the line officer directly responsible for the supervision of local school programs, services, and activities and principal adviser 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. Assist in the preparation and presentation of school board agenda items in relevant areas of responsibility. Supervise the Division of School Operations to ensure successful fulfillment of the functions of planning, implementing, and assessing relevant programs and services. The supervision of said functions to be in such manner as not to conflict with the pursuance of objectives by other segments of the school system, but to be responsive to the fulfillment of the goals and objectives of the District.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree from an accredited educational institution with major course work in curriculum, educational supervision, and/or educational administration, required.
- At least two (2) years of experience in teaching, instructional supervision, educational research, and curriculum development.
- Five (5) years of administrative experience in public education.

#### PREFERRED/DESIRED:

- Doctorate degree preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Certified in education leadership or administration and/or supervision by the State of Florida.
- Must possess a valid Florida Driver's license.

#### PREFERRED/DESIRED:

- [Click or tap here to enter text.](#)

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinate and supervise curriculum and instructional services to schools including the supervision and evaluation of school-based leadership personnel.
2. Coordinate district level activities directly related to instructional programs and curriculum services include assessing, developing, and implementing such programs consistent with board approval/direction.

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3. Coordinate and prepare recommendations for board approval relative to the selection of textbooks, instructional materials and equipment, and other curriculum materials and instructional programs as may be necessary.
4. Develop processes and procedures to assure consistency of instructional/curriculum programs, services, and activities district wide.
5. Coordinate schools' requests for services with other district level functions as may be required to include budgetary issues and purchasing processes and procedures.
6. Provide effective programs of adult and community education, alternative education, exceptional education, and student services.
7. Direct implementation of special programs and services related to state and federal projects and other external agencies may be required.
8. Supervise and coordinate the state and regional accreditation process for schools and programs as may be required.
9. Manage the district's school accountability function to include testing, research, and assessment services.
10. Use effective communication and interpersonal skills.

**OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

**JOB RELATED:**

Requires a thorough understanding of elementary and secondary education pre-k through grade 12; adult, technical, and vocational education; educational program assessment instrumentation, application, and interpretation; 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. Exhibit an ability to communicate orally and in writing; an ability to maintain effective working relationships with the public and employees; possess skills related to problem identification and problem solving; and, demonstrated ability to plan, supervise, organize, schedule, conduct, and evaluate programs and services. 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.

**GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

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**EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county occasionally.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Superintendent/Board/Legal	<b>DEPARTMENT:</b>	Superintendent/Board/Legal
<b>TITLE CODE:</b>		<b>CONTENT BY:</b>	Superintendent
<b>GRADE:</b>	Exec	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	EXEC	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	01/15/2002	<b>CLASSIFICATION:</b>	Karyle Green, Ed.D.
<b>SCHEDULE:</b>	8 hrs. – 12 mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	1/8/2002	Revised	Superintendent
1.1	6/15/2023	Update format to latest version.	Ellie Kelly Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*