

**PLAINEDGE PUBLIC SCHOOLS
MASSAPEQUA, NEW YORK**

Due to a retirement, the Plainedge UFSD is seeking qualified candidates for the following position:

ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

APPLY VIA RECRUITFRONT: <https://bit.ly/PlainedgePublicSchoolsApplyViaRecruitFront>

OVERVIEW:

The Plainedge Public School District located in Nassau County, Long Island, New York is seeking passionate, creative, and highly motivated educators to apply for this key leadership position. The Assistant Superintendent for Curriculum & Instruction provides visionary leadership and supervision to ensure the district's instructional programs align with the New York State Education Department and the Board of Education policies and support the successful achievement of the District's goals, vision, and mission. This role focuses on the continuous development, implementation, and coordination of the PreK-12 curriculum to maximize student achievement and address social, emotional, and behavioral needs in support of our motto "Where Everyone Achieves"

RESPONSIBILITIES:

- Works in collaboration with the other Central Office administrators;
- Oversight of all PreK-12 curricula and instructional programs;
- Assists in the formulation of a philosophy and objectives for all instructional programs;
- Guides development, implementation, and evaluation of PreK-12 curriculum and instructional services;
- Supervise and evaluate administrators, instructional faculty, and support staff;
- Oversees the Curriculum Associates and the vertical alignment of curriculum PreK-12.
- Development, implementation, and monitoring of strategic plans for continuous programmatic review and growth;
- Oversight of the District's efforts in professional development and instructional staff training with a focus on professional learning systems;
- Work collaboratively with the Special Education Department and Pupil Personnel Services on the development of programs, systems and supports that address the needs of all students;
- Work collaboratively with the Human Resources department regarding instructional staffing levels, including the recruitment, screening, and hiring of candidates;
- Stays abreast of the latest developments in PreK-12 pedagogy and best instructional practices;
- Support administrators and teachers to effectively use student performance data for sharing best practices and improving student learning;
- Research, evaluate, and recommend in partnership with administrators and teachers the adoption of instructional materials, methods, and programs in collaboration with the Business Office;
- Communicate regularly with parent and community groups
- Provide leadership in the area of College and Career Pathways and expand on opportunities for students to achieve success in either pathway;
- Responsible for overseeing testing, grading and other state reporting
- Guides development, implementation, and evaluation of in-service training programs for professional

personnel.

- Directs the creation of and edits for all publications including curriculum guides and materials prepared by and to be distributed among the instructional staff and community
- Works with the building leadership and directors in the improvement of individual staff competencies to work towards identified District-wide goals and vision.
- Communicates the approved curriculum to the professional staff and maintains a list of approved instructional materials to support best practices; all of this work is done in collaboration with teacher leaders.
- Works with principals and teacher committees in organizing and coordinating Professional Learning Communities (PLC) in order to affect horizontal and vertical continuity and articulation of the instructional program throughout the District.
- Encourages the development, publication, and use of new instructional materials by the professional staff to best meet the needs of PreK-12 learners.
- Meets with teachers to interpret and help implement instructional practices aligned with District philosophy and vision.
- Works to improve District-parent communication; assists in the development of parent education workshops with the Teacher Center.
- Meets regularly with leadership teams and specifically building leaders
- Contributes to the planning of Superintendent's Conference Day, workshops and other in-service programs to help raise the level of instructional performance.
- Recommends ways in which teaching and learning can be adjusted to meet the special learning needs of exceptional children.
- Participates in proposed and ongoing curriculum development projects.
- Evaluates non-tenured teachers.
- Acts as a member of the Teacher Center Policy Board.
- 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
- Engages in research related to curriculum development
- Assists in the development of educational specifications for remodeling projects or new construction at the all levels.
- Interprets the curriculum and its philosophy to the Board, administration, staff, and the general public.
- Coordinates all formal efforts of the professional staff in projects of curriculum improvement; Manages the District professional development software tool
- Coordinate and implement curriculum and instructional decisions that are in alignment with Board policies and support the successful achievement of the Board of Education Goals, Vision, and Mission;
- Develop and share informational presentations with the Board of Education, staff, administrators, parents and the community.
- Oversee all areas of Curriculum & Instruction including but not limited to: STREAM, Humanities, AIS/RTI. Adult Education, Summer Enrichment, and STARS Program.
- Participates in negotiations as it relates to unit level contractual matters
- Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent of Schools.

POSITION QUALIFICATIONS:

- NYS Certification in School District Administration (SDA, SDL) required.
- Doctorate preferred
- Minimum of five (5) years' experience as a public school building principal and/or curriculum-area administrator.
- Minimum of five (5) years teaching experience.
- Superior knowledge and experience with effective instruction, curricula and pedagogy across all areas and grade levels.
- Effective communication skills and the ability to engage others and sustain productive working relationships across layered roles and constituencies.
- Experience and ability to provide effective supervision and evaluation of employees.
- Ability to develop, implement, and monitor long-term strategic plans.
- Experience designing and implementing professional development opportunities.