

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DEPUTY SUPERINTENDENT

POSITION: Deputy Superintendent

REPORTS TO: Superintendent of Schools

LOCATION: Office of Deputy Superintendent

**NATURE OF WORK:**

Under the direction of the Superintendent of Schools, the Deputy Superintendent is responsible for the management of the instructional program for all schools (PK-12).

**ESSENTIAL FUNCTIONS:**

- Coordinates the development of instructional programs for the school system and recommends changes in instructional programs for the school system to the Superintendent.
- Encourages the development, publication and use of new instructional materials by the professional staff.
- Coordinates and directs the work of staff who develop school system-wide programs and curricula to meet the varying needs of the school system.
- Chairs committees which research, plan, and organize new curricula and programs.
- Provides for continuous evaluation and assessment of the school system's curricular and instructional programs in order to measure their effectiveness.
- Acts as liaison with elementary, middle, and high school administrators and supervisors to coordinate curriculum planning and provide a logical transition through the grades for all students.
- Maintains the school system's curricular program publications, including the scope and sequence of such programs.
- Provides leadership to ensure understanding and promotion of the educational objectives of the school system as well as communicates the adopted curriculum to professional staff and maintains a list of approved instructional materials.
- Provides guidance to, and works cooperatively with, staff members in the planning, administration, and evaluation of professional development activities.
- Assists in the planning and implementation of programs designed to orient new members of the professional staff to the school system's curriculum and instructional programs.
- Provides leadership and guidance for activities related to the acquisition of curriculum instruction grants and the implementation of programs related to such grants.
- Stays apprised of governmental statutes, regulations, and rules relating to curriculum and instructional programs.
- Represents the school system at meetings of such organizations and groups outside the school system.
- Supervises and evaluates the performance of all directors, curriculum supervisors, and others, as directed by the Superintendent by setting performance goals annually to ensure a high level of competency.
- Ensures that Curriculum Department needs are met by accurate budget preparation and monitoring.

**DUTIES AND RESPONSIBILITIES:**

- In the absence of the Superintendent, represents the school system at various civic and professional organizations and meetings, serves as the Superintendent's designee;
- Works with leaders of all departments in integrating and coordinating individual efforts into a

- unified effort to achieve the mission, goals, and annual objectives of the school system;
- Provides leadership, guidance, and direction for the development, implementation and evaluation of the PK-12 curriculum and the instructional program to support the implementation of the common core;
  - Recommends programs of professional development required for quality instruction and implementation of curricular programs;
  - Interprets curriculum development activities and other curriculum projects to school personnel and to the public;
  - Assists in establishing goals and develops plans and procedures related to the operation of the curricular instructional program;
  - Coordinates the procedures for the review, selection, evaluation, and reconsideration of instructional materials;
  - Participates in the preparation of the operating budget pertaining to curriculum, instruction, and grants;
  - Prepares annual budget requests and analyzes fiscal matters related to the instructional program;
  - Works with personnel within the Department of Teaching, Learning, and Professional Development to facilitate successful implementation of curriculum and instructional practices and to provide system-wide coordinated professional development activities for all teachers and support staff;
  - Understands and implements state and federal laws, regulations, and local policies and procedures pertaining to curriculum and instruction;
  - Directs the development of policy and related regulations and recommends adoption of policy to the Board of Education;
  - Oversees the operations of the departments of College/Career Readiness, Elementary Instruction, Informational Technology, Instructional Technology, Secondary Instruction, Special Education, Student Services and Teaching, Learning, Professional Development, Safety & Security;
  - Serves as liaison to the public and advisor for the Superintendent of Schools and Board of Education on curricular and administrative issues;
  - Develops annual operational goals and objectives for school system administrative needs from a county-wide perspective;
  - Provides for the supervision and evaluation of departmental personnel and principals;
  - Oversees implementation and revisions of the Master Plan, Race to the Top and School Improvement Plan;
  - Oversees the initiatives and programs designed to eliminate the achievement gap among all sub-groups with emphasis on minority and economic diversity;
  - Determines the allocation of personnel and resources for all schools, including instructional staff;
  - Ensures alignment of curriculum, instruction and assessment;
  - Guides schools in the use of formative and summative assessment data to implement redesigned instruction and intervention programs;
  - Facilitates articulation with other offices of the school system to improve the operational and instructional progress in the schools;
  - Facilitates the coordination of interagency cooperation for instructional functions in the school system;
  - Remains current in terms of educational literature, research, and practices;
  - Demonstrates and models effective and efficient use of technology; and
  - Performs other tasks and responsibilities as the Superintendent of Schools may assign.

#### QUALIFICATIONS:

- Have earned a Master's degree and hold an endorsement for Superintendent under Maryland certification;
- Five years of successful teaching experience;

- Five years of experience as a public school principal;
- Three years of central office and supervisory experience, preferred;
- Resident of St. Mary's County or willing to relocate to St. Mary's County within three months of employment;
- Knowledge of instructional programs and teaching methodologies (PK-12);
- Demonstrates exemplary skills using technology effectively and efficiently;
- Experience with the evaluation of administrative staff;
- Experience with the development and implementation of the Master Plan, Race to the Top and School Improvement Plan;
- Experience in working to close the achievement gap among all sub-groups with emphasis on minority and economic diversity;
- Experience with analysis of achievement data for intervention and instructional modification;
- Demonstrated qualities of outstanding leadership; and
- Exemplary skill in human relations and problem solving.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range K.

**BARGAINING UNIT ELIGIBILITY: SMASA**