Little Rock School District
JOB DESCRIPTION

Position Title: Deputy Superintendent of Academics and School Leadership
Prepared Date: 04/15/2022

JOB GOAL:
The Deputy Superintendent of Academics and School Leadership supervises the instructional program and school leadership of the School District. Responsible for the effective and efficient operation of the curriculum, instruction, assessment, professional development, and overall K-12 school leadership. Serves as Superintendent of Schools in the absence of the Superintendent. Member of the Superintendent’s Cabinet and presides over all meetings in the absence of the Superintendent. This position includes the duties and responsibilities below and other functions as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:
Twelve (12) month (245 days) contracts, Pay 802 Grade 34, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. FLSA: Non-Exempt

QUALIFICATIONS:
1. A Master’s Degree (minimum); appropriate Arkansas administrative certificate in Educational Administration.
2. A minimum of ten years’ school administration.
3. Must meet the requirements for Arkansas Superintendent of Schools Certification.
4. Such alternatives to the above qualifications as the District may find applicable at the recommendation of the Superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Supervises and provides leadership, direction, guidance, and support to all building Principals, Executive Directors, Directors, and program specialists.
2. Initiate, directs, evaluates, and coordinates the instructional program and school leadership in general for all students.
3. Applies the findings of research and District studies to improve the content, sequence, and outcomes of the teaching/learning process.
4. Works with appropriate staff to develop, maintain, and revise curriculum based on systematic review and analysis.
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5. Utilizes knowledge of curriculum content and the curriculum development process to facilitate teacher development of appropriate learning experiences for pupils.

6. Advises on budget requirements for the instructional programs and overall school leadership framework.

7. Encourages and supports the development and implementation of innovative instructional programs to achieve identified needs.

8. Evaluate and select instructional materials to meet student learning needs.

9. Cooperates with staff in the scheduling of instructional activities to maximize learning.

10. Facilitates the use of technology in the teaching/learning process.

11. Secures consultants, specialists, and other resources for instructional staff to assist in attaining objectives.

12. Recommends to the Superintendent or as directed by the Superintendent the appropriate staffing to fulfill the needs of the educational program.

13. Provides administrative direction for all educational programs for all District instructional employees, including all other districtwide operations when directed or serving in the absence of the Superintendent.

14. Responds to a variety of parental complaints, questions, and requests for information about district-wide instructional, curriculum, boundary, residence, custody, etc. issues.

15. Initiates and monitors an evaluation program for all certified staff.

16. Assists with the development of plans for renovation or construction of educational facilities.

17. Participates in the interviewing of all Administrative staff.


19. Promotes and monitors positive school-student, personnel, and community.

20. Has responsibility for developing enrollment projections on at least a 5-year look-forward basis, utilizing such outside sources as may be available and approved by the Superintendent or the Board of Education. Through the use of enrollment projections and facility tracking, assist in the planning for the proper housing of students in all District facilities.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.