

**Hinsdale High School District 86**  
**JOB DESCRIPTION**

**Job Title:** Assistant Superintendent for Academics

**Calendar Work Days:** 12 months

**Supervisor:** Superintendent

**Supervises:** Director of Instruction and Innovation, Director of Instructional Equity, the Data and Analytics Coordinator and oversees the District ELL Program.

**Status:** Exempt - Administration

**POSITION SUMMARY**

The assistant superintendent for academics provides leadership for all teaching and learning programs in District 86. Working together with the superintendent, principals and stakeholders, the assistant superintendent for academics is responsible for the development and delivery of a consistently exceptional educational program.

**QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:**

- Masters degree, doctoral degree preferred
- Illinois PEL with general administrative or Principal endorsement
- 5-10 years of school and district experience in curriculum and instruction
- Supervisory experience at building and district levels preferred
- Ability to understand and apply school code and legal documents
- Ability to make effective presentations and develop practical operating models
- Good verbal and written communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. Individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor. Other duties may be assigned.

***Guides development and implementation of teaching and learning services***

Duties

- Leads the process of curriculum and staff development
- Develops innovative plans to implement models for delivery of curriculum
- Advises assistant principals of curriculum and instruction on curriculum development with student performance standards
- Supports and aids in the development of building and school-wide improvement plans and initiatives
- Oversees district ELL program

- Ensures the Social Emotional Learning standards are delivered and assessed
- Recommends new courses, credit for courses and graduation requirements
- Establishes procedures for processing requests for grant funds
- Prepares and delivers reports to the board of education on federal, state and district mandates

***Provides leadership in identifying, reviewing, and designing data for decision-making, including student assessment***

Duties

- Designs training for building administrators in assessment literacy
- Evaluates assessment tools used for school improvement planning and curriculum evaluation
- Supports building administrators in using school improvement and evaluation data
- Reviews and evaluates results of district-wide testing and other assessments
- Identifies and designs data needed for program improvement
- Consults in the development of program evaluation reports
- Facilitates the MTSS process and access to progress monitoring tools.

***Assures that the educational and human relations objectives of the district are understood and promoted at all levels***

Duties

- Operationalizes programs, philosophy, policies for staff, students and community
- In coordination with the superintendent, acts as the official spokesperson of the district in areas of curriculum, instruction, school improvement and progress toward meeting state and federal standards
- Coordinates curriculum across and within departments and with the sender districts
- Communicates results of district's assessment program
- Represents district at CADCA, DCCD and other state and regional groups
- Provides guidance to administrators in staff supervision and evaluation
- Provides professional development for educators and leaders

***Keeps current of developments in curriculum, instruction, staff development and supervision/evaluation***

Duties

- Collaborates with educational leaders at various levels
- Keeps informed about and interprets all laws, regulations, statutes, rules, policies in curriculum, instruction and grants
- Keeps informed about current trends and practices in subject fields and instruction
- Remains up-to-date on changing laws and requirements on grants

***Supports the work of the Superintendent***

Duties

- Operationalizes the superintendent's ideas and decisions
- Operationalizes the academic and student growth aspects of the strategic plan, district improvement plans, and collaborates with building administrators to operationalize school improvement plans
- Attends and presides over board committee meetings as superintendent's designee

- Prepares and submits reports and documents for superintendent and the board; attends board meetings and superintendent's cabinet meetings
- Oversees teaching and learning and grant budgets

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 25 pounds on occasion and up to 10 pounds regularly/daily. Specific vision abilities required by this job include close vision, such as to read type or hand written material. Frequent computer work required. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with parents/guardians, community members, outside providers, students, and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**Notice of Nondiscrimination:**

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

- ☐ NON-DISCRIMINATION COORDINATOR
- ☐ Cheryl Moore
- ☐ Assistant Superintendent of Human Resources
- ☐ 5500 South Grant Street
- ☐ Hinsdale, IL 60521 630-570-8008

☐ For further information on notice of non-discrimination, visit [https://ocrcas.ed.gov/contact-ocr?field\\_state\\_value=652](https://ocrcas.ed.gov/contact-ocr?field_state_value=652) for the address and phone number of the office that serves your area, or call 1-800-421-3481