

Assistant Superintendent for Instruction – Deer Park ISD

Qualifications:

- In/Out of District
- Master's Degree
- Mid-Management or Principal Certificate required
- Superintendent certification required
- Ten years' experience in field of education, at least five of which are in administration (campus administration preferred)

Reports To:

Superintendent

General Statement of Responsibilities:

Responsible for all overall management of the district's curriculum and instruction function. Lead the strategic planning and implementation of curriculum and instruction programs. Ensure that the development and delivery of curriculum and instructional programs are effective and efficient, incorporate district goals, and support student achievement.

Major Responsibilities and Duties:

Instructional and Program Management

- Oversee the development and delivery of curriculum and instructional programs that incorporate district goals and support student achievement.
- Lead the district-level decision-making process to establish and review the district's goals and objectives and major classroom instructional programs. Ensure that goals and objectives are developed using effective collaborative processes and problem-solving techniques.
- Monitor and reevaluate instructional programs on an ongoing basis using input from teachers and principals, applied research, and student data to determine effectiveness and improve outcomes. Recommend changes and adjustments where appropriate.
- Ensure that the necessary time, resources, materials, and technology to support accomplishment of education goals are available.
- Collaborate with curriculum directors, coordinators, administrators, teachers, and other instructional staff to develop, maintain, and revise curriculum documents based on a systematic review and analysis.
- Engage instructional staff in evaluating and selecting instructional tools and materials to meet student learning needs.
- Actively support the efforts of others to achieve district goals and objectives and campus performance objectives.
- Oversee staff development programs and ensure that effective activities that support instructional programs, incorporate input from teachers and administrators, and are consistent with the district's mission are provided.
- Participate in the implementation of the designated teacher appraisal system.



- Apply research and data to improve the content, sequence, and outcomes of the teaching-learning process.
- Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs.
- Supervise approved grant programs.

Policy, Reports, and Law

- Ensure compliance with policies established by federal and state law, State Board of Education rule, and local board policy in curriculum and instruction area.
- Compile, maintain, and file all reports, records, and other documents as required.

Budget

- Administer the curriculum and instruction budget based on documented program needs and ensure that operations are cost effective and funds are managed prudently.
- Align budget expenses to district improvement plan and board goals.

Personal Management

- Prepare, review, and revise job descriptions in curriculum and instruction department as needed.
- Evaluate job performance of employees to ensure effectiveness.
- Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

- Ensure that established goals and expectations related to implementation of the curriculum and instruction programs are communicated clearly, consistently, and in a timely manner.
- Establish and maintain a professional relationship and open communication with principals, teachers, staff, parents, and community members.

Community Relations

- Articulate the district's mission, instructional philosophy, and curriculum implementation strategies to the community and solicit its support in realizing district's mission.
- Use appropriate and effective techniques to encourage community and parent involvement.

Other

- Prepare and deliver written and oral presentations on curriculum and instruction issues to the board, administrators, teachers, parents, and community groups. Attend regular meetings of the board.
- Stay abreast of current research and best practices in curriculum and instruction and adjust plans, policies, and procedures accordingly.
- Ensure compliance with local, state, and federal laws related to curriculum and instruction. Stay abreast of state and federal public policy changes that could impact the district.
- Any other duties assigned by the Superintendent.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of instructional supervisors and support staff in the curriculum department.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including computer and peripherals
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- **Motion:** Repetitive hand motions, frequent keyboarding and use of the mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** Frequent prolonged and irregular hours
- **Mental Demands:** Work with frequent interruptions; occasional districtwide travel; ability to communicate effectively (verbal and written); maintain emotional control under stress

Other Information: Fingerprinting: All potential candidates must adhere to and meet the requirements set forth in **Texas Education Code (TEC), Chapter 22, Subchapter C prior to employment.**

Apply To: Applicants are required to fill out an online application at www.dpsid.org and attach/or mail an updated resume and transcripts to the Human Resources Department.

Start Date: July 1, 2025

Days: 226

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

I have read and understand the responsibilities and duties of this position as outlined above.

Printed Name

Signature

Date