



LIBERTY HILL ISD

Office of Human Resources

Job Description: Assistant Superintendent of Teaching & Learning

Job Title: Assistant Superintendent of Teaching & Learning

FLSA: Exempt

Reports to: Deputy Superintendent

Funding Source: General Fund

Dept/Campus: Teaching and Learning

Pay Grade: 608

Date Revised: April 2025

Service Calendar: 226

PROFILE OF A LIBERTY HILL EDUCATOR

Liberty Hill ISD Educators are compassionate leaders, effective collaborators, adaptable thinkers, determined problem-solvers, and skilled communicators.

PRIMARY PURPOSE

Supervise and direct the district instructional and curriculum programs, assessments, and pedagogical approaches in all campuses, and student support services department; the development of professional learning communities with principals focused on leadership practices and the use of leadership tools that improve teaching and learning; and the development of campus plans designed to improve student achievement for all student groups. Develop programs and establish performance standards that measure accountability, effective uses of resources and align with the district's goals and objectives.

QUALIFICATIONS

Education/Certification

- Master's degree.
- Superintendent's Certification in the State of Texas preferred

Knowledge/Skills/Abilities

- Demonstrate outstanding leadership and management abilities through the management of major segments of an educational institution.
- Knowledge of school and district organization, operations, policies, goals and objectives.
- Ability to strategize and solve large scale organizational problems.

Experience

- At Least five years of successful campus Principal experience in a high performing system.



Job Description: Assistant Superintendent of Teaching & Learning

- Successful implementation of district programs.
- Experience serving on district committees.
- Evidence of civic and community service outside of ISD participation.

MAJOR RESPONSIBILITIES AND DUTIES

Instructional Management

- Serve as the senior academic leader to administer the district's instructional program.
- Guide the formulation of philosophy and objectives for the instructional program.
- Ensure that the instructional program is sensitive to the needs of ALL students.
- Coordinate the principals to revise school policies relating to the district's instructional program.
- Provide district-wide direction, coordination, and leadership in the areas of curriculum, instruction supervision, and educational services.

School/Organizational Climate

- Provides for a collaborative decision-making system so that educational programs can be fashioned by those closest to the action to meet the unique needs of individual campuses.
- Recognizes and reinforces excellence in campus performances using various academic indicators.

School/Organizational Management/Leadership

- Provides leadership support to the Deputy Superintendent for the development, promotion, and implementation of the district's goals, objectives, and educational efforts.
- Develops and coordinates a comprehensive evaluation system designed to determine the effectiveness of the instructional programs at individual campuses.
- Assist campuses with the improvement of instruction in areas identified as deficient by the formal performance indicators.
- Provides the necessary resources to schools so that district and campus goals can be achieved.
- Guide the district professional development training for teachers and administrators.
- Works with campus staff, parents and area businesses in order to provide programs consistent with the needs of the learners.
- Supervises the preparation of reports, records, and similar documentation appropriate for the administration of the school district and/or required by the Deputy Superintendent.
- Provide strategic leadership and oversight of the district's Teacher Incentive Allotment (TIA) program.



Job Description: Assistant Superintendent of Teaching & Learning

Professional Growth and Development

- Takes the initiative to refine needed professional skills through reading, attending in-service training, working on professional committees, and networking with other educators.
- Performs duties in a professional, ethical, and responsible manner.
- Upholds and adheres to safety procedures and policies of the LHISD.
- Supports the goals and objectives of the school district and follows all district policies.
- Supports the district's social media efforts that highlight the hard work of our students and staff as well as increase communication with stakeholders.
- Demonstrates the ability to attend work on a regular and routine basis to avoid disruptions to district operations.
- Demonstrates high level independent, ethical, and professional conduct.
- Performs any other duties as assigned by the appropriate supervisor.
- Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
- Supervise, evaluate, and recommend the hiring and firing of Teaching and Learning Department.

SUPERVISORY RESPONSIBILITIES

- Supervise employees as assigned

MENTAL/PHYSICAL & ENVIRONMENTAL DEMANDS

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- **Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching.
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds).
- **Environment:** Frequent district wide travel; occasional statewide travel.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.



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The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____