

Associate Superintendent of Schools

Reports to: Superintendent of Schools

Is responsible for coordination of the elementary and high schools

Coordinates specials projects and committees

- Diocesan Technology Committee
- All Schools Mass
- Graduates Liturgy
- YCLAH Luncheons
- Voucher Compliance
- Accreditation
- Internal Review Process

Coordinates the diocesan curriculum in the elementary and high schools

Develops the academic curriculum coordinating elementary and high schools annually

Coordinates implementation and revisions of diocesan curriculum guidelines in preschool and grades K-12 according to state curriculum development cycle:

Implements curriculum alignment and articulation processes using ACE collaborative model

Schedules, plans and implements staff development programs for curriculum implementation, RISE evaluation, strategic planning, Internal Review Process

Ensures integration of technology into the curriculum through supervision of and in coordination with school administrators

Coordinates testing in diocesan schools

- Monitors NWEA Testing
 - Interprets test results
 - Assist principals in using test results for school improvement
- Monitors the mandated state-wide testing programs in diocesan schools
 - Interprets test results to the various publics
 - Assist principals in utilizing the test results for school improvement
- Monitors high school test scores
 - PSAT
 - SAT
 - ACT

Assists with coordination of elementary and secondary school programs

Visits elementary schools

Assists with principal evaluations

Consults with principals concerning personnel issues

Committee/Program Involvement

Attends & reports at Principal Executive meetings
Attends & reports at Principal Council meetings
Diocesan School Board representation
Coordinates the Prospective Principal program

Troubleshooter

Works with schools for policy clarification and/or problems as presented from staff or community

Participates in the development and implementation of special projects, as directed by the Superintendent