Article IV.C. Assistant Superintendent – Elementary School Services

In addition to the items listed in the section covering the Executive Council, the following are unique responsibilities for the assistant superintendent for elementary school services:

A. Be responsible for the general supervision, control of personnel and the operation of the following departments or programs:

   Elementary Schools  Instructional/Technology Programs
   Chapter I           Library Media Program
   Dubbing Center      Teacher Labs
   Head Start

B. Direct and coordinate the use of microcomputers in the district’s instructional classroom programs.

C. Be responsible for recommending boundary changes, staffing patterns and calendaring of elementary schools.

D. Develop patterns of staff utilization and differentiated staffing to address learning needs of students.

E. Coordinate and cooperate with universities and colleges in participating in projects for educational enrichment.

F. Clarify district instructional programs through committees, activities, guides, manuals, bulletins, and courses of study.

G. Direct the appraisal and selection of elementary instructional material, computer software, and textbooks in all fields of study, utilizing committees composed of administrators, teachers and parents.

H. Expand the walls of the classroom to include the total community for the support of instruction.

I. Conduct, review and disseminate research studies on curriculum and instruction.

J. Develop or acquire programs to meet the learning needs of students and assigned staff members.

K. Evaluate curriculum and instructional programs to see that they are being run effectively and in turn with the most current professional procedures.