

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
Chapter I
Dubbing Center
Head Start

Instructional/Technology Programs
Library Media Program
Teacher Labs

- 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.