



**JOB VACANCY: ASSISTANT SUPERINTENDENT  
FOR CURRICULUM AND INSTRUCTION**

**Title:** Assistant Superintendent For Curriculum and Instruction

**Summary:**

The Assistant Superintendent for Curriculum and Instruction provides leadership to all instructional and administrative staff on developing district-wide and school improvement efforts and related programs in grades Pre-K through Post Grad. This work includes all efforts around curriculum, instruction, assessment, data disaggregation, and student progress analysis in all content areas to support the needs of all students enrolled in the Hingham Public Schools. They ensure that all curricula align with the Massachusetts Curriculum Frameworks and research-based best instructional practices.

**Qualifications:**

- Valid Massachusetts Superintendent/Assistant Superintendent license.
- Master's degree in Educational Administration, Curriculum Development, or related field.
- Minimum of three years as an administrator with curriculum experience preferred.
- Successful completion of a background check and CORI.

**Reports To:** Superintendent of Schools

**Supervises:** Content Directors and Others as Assigned

**Performance Responsibilities:**

Assessment

- Coordinate the district's use of data through an equity lens to improve curriculum and instruction and make programmatic decisions.
- Develop district assessment systems and protocols in all subject areas to assess student learning and progress in conjunction with the principals, content area directors, and special education coordinators.

Curriculum and Instruction

- Coordinate the implementation of the district's strategic plan to support teaching and learning.

- Provide leadership for the design and implementation of curriculum instruction and assessment aligned to the Massachusetts Department of Elementary and Secondary Curriculum Frameworks.
- Coordinate the identification, distribution, and development of resources relating to standards-based instructional programs.
- Coordinate the creation of a Multitiered Tiered System of Supports in ELA, mathematics, and SEL across all grade spans.
- Support the creation and implementation of the district's social-emotional learning curriculum.
- Lead and collaborate closely with district content directors and principals to implement best practices that support teaching and student learning at all levels.
- Supervise and evaluate the district content directors and other staff as assigned.
- Responsible for the overall process for the review, research, and development of high-quality, standards-based curriculum and instruction in conjunction with teachers, administrators, and the community.
- Coordinate a highly effective instructional program with clear programmatic transitions between preschool, elementary, middle, and high school.
- Oversee curriculum alignment with the Massachusetts Department of Elementary and Secondary Education (DESE) Curriculum Frameworks and adequate preparation of students for the Massachusetts Comprehensive Assessment System (MCAS).
- Work collaboratively with special education personnel to evaluate the curriculum and instructional practices in all general education and special education programs.

#### Professional Development

- Develop a multi-leveled culturally proficient professional development plan that: prepares all staff to implement standards-based curriculum effectively, provides opportunities for recertification, and targets the individual needs of teachers.
- Coordinate and lead the orientation of new teachers, administration, and all staff.
- Collaborate with the principals and content area directors in aligning the District's performance evaluation system with the state-mandated model evaluation system.
- Provide training in conducting performance evaluations.
- Conduct performance evaluation of staff and content directors as assigned.

#### Resource Development

- Develop a fiscally responsible and student-centered budget that supports ongoing, culturally proficient curriculum development, instructional materials, professional development, and diverse staffing.
- Coordinate the district's efforts in development of plans that support the strengthening of its goals in equity, inclusion, and sense of belonging.
- Write and administer all compliance with Title I and IIA grants and other grants supporting district goals and initiatives.
- Seek out and apply for relevant competitive grant opportunities that will lead to improved outcomes for HPS learners and staff.

- These responsibilities would include but are not limited to budgeting, district technology procedures and policies, professional development and delivery, and other district-wide technology planning as needed.

Perform other duties as assigned by the Superintendent.

**Knowledge, Skills, and Abilities:**

May be representative, but not all-inclusive, of those commonly associated with this position:

- Culturally Proficient leadership skills including visioning, active listening, coaching, facilitation, and use of data for decision making.
- Ability to recognize when and how to be directive.
- Ability to prioritize resources for continuous improvement.
- Knowledge of current educational research, components of elementary programming, and best practices for instruction.
- Ability to work successfully with teachers in the development and revision of the PreK-12 curriculum.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop effective working relationships.
- Ability to work with diverse curricular subject areas.
- Broad knowledge of school curriculum and technology integration. Knowledge of program evaluation and grant writing.
- Good computer skills, including Google Apps for Education, Google Data Studio, Microsoft Office, etc.

**Terms of Employment:** Three Year Position, Salary to be Negotiated

**Anticipated Start Date:** July 1, 2023

**Evaluation:** The performance of this job will be evaluated by the Superintendent of Schools

**Application Process:** The applicant should submit a resume, transcripts, and three letters of recommendation, by **February 6, 2023** to Susan M. D'Amato, Director of Human Resources at [sdamato@hinghamschools.org](mailto:sdamato@hinghamschools.org) .

An Equal Opportunity Employer

*Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including pregnancy), gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.*

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