



The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.

Approved by the Arlington School Committee [insert date]

**ARLINGTON PUBLIC SCHOOLS
Arlington, Ma 02476**

JOB DESCRIPTION

POSITION: ***DEPUTY SUPERINTENDENT of TEACHING AND LEARNING***

MINIMUM QUALIFICATIONS:

1. Licensed as Superintendent/Assistant Superintendent by Department of Education, Commonwealth of Massachusetts.
2. Minimum of 5 years experience in teaching and K-12 school or district administration.
3. Minimum of Master's Degree with additional advanced graduate study in a specialized area and course work in curriculum & instruction, supervision & evaluation, and school administration, including the use of data to improve instruction.

SUPERVISES: Curriculum Directors in Mathematics, Reading, English Language Arts, Science, Social Studies/History, Visual, Arts, Performing Arts, Digital Learning/Library, Wellness, English Language Learners, World Languages and other curriculum areas, and other roles as directed by the Superintendent.

JOB GOAL: To work with the Superintendent, principals, curriculum directors, and other administrators in developing, implementing, and evaluating excellent and equitable education programs and services for all students in the Arlington Public Schools, PreK-12.

PERFORMANCE RESPONSIBILITIES:

1. Provide leadership for the design and implementation of curriculum instruction and assessment aligned to the Massachusetts Department of Elementary and Secondary Education Common Core Curriculum.

2. Collaborate closely with assistant superintendents, curriculum directors, and principals to implement and refine the District's Technology Plan and deliver seamless academic technology services that support teaching and student learning at all levels.
3. Establish and implement a process for the review, research and development of high quality, standards-based curriculum and instruction in collaboration with teachers, administrators and the community.
4. Coordinate a highly effective and equitable instructional program with clear programmatic transitions between elementary, middle and high school.
5. Develop district assessment systems and protocols in all subject areas to assess student learning and progress in collaboration with teachers and leadership; coordinate the district's use of data as a means for improving curriculum and instruction and making programmatic decisions.
6. Work cooperatively with the District Grant Writer to secure grants to support the instructional mission of the District.
7. Implement a professional development program in collaboration with Assistant Superintendents which:
 - a. prepares teachers to effectively implement our standards-based curriculum,
 - b. prepares non-instructional staff to support educators, students, and families,
 - c. provides educators with opportunities for initial or recertification, and
 - d. provides on-site, for-credit graduate courses for professional staff.
8. Work with the Principals, Curriculum Directors and the Human Resources Director in aligning the District's performance evaluation system with the state-mandated evaluation system and provide or facilitate training in conducting performance evaluations.
9. Cooperatively work with the Principals, Directors and Human Resources Director in the recruitment and deployment of staff based on needs of the system.
10. Participate in the budgeting process in matters relating to curriculum development, appropriate instructional materials, professional development, and staffing.
11. Serve as the District's Civil Rights Coordinator and work in cooperation with Assistant Superintendent for Student Services, ELL, and 504 Administrator and other Principals and Administrators on compliance with federal and state civil rights laws and regulations and act as the District's point person in Coordinated Program Reviews.
12. When designated by the Superintendent or School Committee, serve as acting Superintendent in the Superintendent's absence.
13. Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Full year Position.

REPORTS TO: Superintendent of Schools

SALARY & BENEFITS: Competitive Salary and Benefits Package

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.