

**Assistant Superintendent for Student Learning and Support Services****Duties and Authority**

The Assistant Superintendent for Student Learning and Support Services is responsible for programs, services, activities, and initiatives that directly impact the improvement of student learning. The Assistant Superintendent for Student Learning and Support Services provides leadership for curriculum design, development, and implementation across the District. The Assistant Superintendent for Student Learning and Support Services coordinates the collection, analysis, and dissemination of all forms of assessment data and makes reports to the Superintendent, Board of Education, and staff regarding that data. The Assistant Superintendent for Student Learning and Support Services prepares reports pertaining to student learning and data as required by the Board of Education, county, state, and federal agencies and coordinates non-special education grants that serve District students.

**Administrative Relationship**

The Assistant Superintendent for Student Learning and Support Services is employed by the Board of Education and reports to the Superintendent of Schools.

**Qualifications**

The Assistant Superintendent for Student Learning and Support Services must have a substantial academic and experiential background in the areas of curriculum, instruction, and organizational improvement. The Assistant Superintendent for Student Learning and Support Services shall at minimum hold a master's degree in educational administration or equivalent and a valid Illinois Type 75 Administrative Certificate issued by the State Certification Board.

**Evaluation**

The Superintendent shall annually evaluate the Assistant Superintendent for Student Learning and Support Services and make employment and salary recommendations to the Board of Education.

**Compensation and Benefits**

The Board of Education and the Assistant Superintendent for Student Learning shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Assistant Superintendent for Student Learning and Support Services. These recommendations will be presented to the Board no later than the July Board meeting.

**Terms of Employment**

The work year for the Assistant Superintendent for Student Learning and Support Services shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Assistant Superintendent for Student Learning and Support Services shall have vacation periods as approved by the Superintendent.

Adopted: 9/20/76

Revised: 6/28/83; 2/22/10