



Humboldt County School District

Position Announcement

March 2, 2012

**ASSISTANT SUPERINTENDENT
CURRICULUM AND INSTRUCTION**

Start Date: July 1, 2012

THE POSITION:

The Board of Trustees of the Humboldt County School District invites qualified candidates to apply for the position of Assistant Superintendent for Curriculum and Instruction.

The Assistant Superintendent serves on the Superintendent's Cabinet. The Assistant Superintendent reports directly to the Superintendent. The successful candidate will focus on high expectations for students by working directly with Principals and Teachers to align curriculum and instruction with state standards resulting in a guaranteed curriculum for all students, provide meaningful staff development and help develop a rich educational environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

- **Curriculum and Instruction**

- Direct the development, implementation, evaluation, and revision of curriculum PreK-12
- Engage in ongoing evaluation of the effectiveness and articulation of instructional practices, assessment strategies, and curriculum and instructional services at elementary, middle and high schools
- Guide the implementation of approved programs
- Maintain current knowledge of and successfully implement local, state, and federal directives pertaining to curriculum and instruction
- Provide leadership in identifying and procuring appropriate instructional materials, textbooks, and equipment
- Work as the district's professional development coordinator to ensure ongoing staff development

- **Staff and Community Supports**

- Provide opportunities for the involvement of Administration, Board, various department heads, Leadership Team and Special Services departments in the design of curriculum and instructional programs
- Respond quickly and professionally to the needs and concerns of administrators, teachers, staff, parents, and community
- Evaluation of staff to include Principals
- In conjunction with the Superintendent, maintain positive and constructive public relations with parents, businesses, and community groups
- Prepare, review, and revise job descriptions in assigned areas.
- Assist with the recruitment, selection, and placement of personnel

- **Position Management**

- Serve on the Superintendent's leadership team; attend scheduled Cabinet meetings; attend Board meetings
- Prepare and submit reports and presentations to the Superintendent and the Board of Trustees relating to progress and accomplishments in curriculum and instruction, and other assigned duties
- Direct district and school improvement initiatives, ensuring coherence between both
- Chair and serve on various system-wide committees
- Serve as a resource to the Superintendent on matters related to curriculum and instruction
- Provide input on the key district needs including staffing needs, instructional materials, provision for the ongoing initiatives of the district, etc
- Promote effective communication and cooperation among district administrators
- Maintain a high level of competence in the field of education, remaining current on issues related to areas of responsibility
- Maintain a high level of personal integrity and a strong work ethic
- React to change productively and perform other duties as assigned

PROFILE OF THE QUALIFIED CANDIDATE:

- Successful Principal experience - with demonstrated ability to initiate substantial academic growth
- Previous experience related to the professional development of administrators and teachers
- Current knowledge of national, state, and local educational initiatives
- Advanced knowledge of program planning, curriculum development, District and Site Improvement planning, and management of instructional programs
- Knowledge of current educational research, trends, and best practices
- Ability to effectively manage budgets and personnel
- Ability to implement policy and procedures on a consistent basis
- Exemplary collaboration skills
- Strong communication, public relations, and interpersonal skills

QUALIFICATIONS AND GENERAL REQUIREMENTS:

- Nevada Administrative Certification or eligibility to obtain
- Successful teaching experience
- Extensive knowledge of curriculum, instruction, and assessment
- Willingness to work beyond the normal workday
- Previous experience with grants and grants management

THE COMMUNITY:

Winnemucca, Nevada is often referred to as the Crossroads of the West. Situated in the high desert, Winnemucca stands at an elevation of 4,299 feet. With a population of approximately 18,000 countywide, Winnemucca offers all the amenities of a larger city with excellent opportunities for outdoor activities.

Within close proximity, Humboldt County offers outstanding hiking, hunting, fishing, biking and ATV/Off-road trails. Winnemucca has extensive ties to ranching and agriculture and is the location for the annual Ranch Hand Rodeo and Silver State International Rodeo. Mining is an integral part of the community and is a prominent employer in the county.

THE SCHOOL DISTRICT:

The Humboldt County School District is a progressive public school system located in rural north-central Nevada, 170 miles east of Reno, Nevada.

The district serves approximately 3,400 students in 11 schools—three K-4 schools, a 5-6 middle school, a 7-8 junior high, and a 9-12 high school located in the community of Winnemucca, as well as four K-8 schools and one K-12 school in rural areas located throughout Humboldt County.

Humboldt County schools are routinely honored for their academic accomplishments; success that is attributed to strong leadership within the schools themselves, in addition to a core of talented and dedicated administrators, teachers and staff members as well as strong parental and community support. Over the course of the past several years, Humboldt County School District schools have been recognized as a Blue Ribbon School, Distinguished Title I Schools at that state and national level, as well as several individual sites recognized as high achieving and exemplary schools by the Nevada Department of Education.

SALARY AND BENEFITS:

Humboldt County School District offers a competitive salary and benefits commensurate with experience. The Assistant Superintendent will be on a 230 day contract. Medical, dental, vision and life insurance is provided.

APPLICATION PROCEDURE:

Applications may be obtained by contacting: Letticia Prida, Human Resources, at 775-623-8196 or by visiting www.humboldt.k12.nv.us. Click on Employment section and select Applications.

A complete application packet includes:

- A completed application
- A letter of application stating reasons of interest and addressing the “*Profile of the Qualified Candidate*”
- A current resume including background information, career experiences and achievements, and community and professional involvement
- Three letters of recommendation
- A copy of the candidate’s Nevada certification or evidence that certification is obtainable

This position is open until noon, March 30, 2012.

Mail all application materials to:

**Humboldt County School District
Attn: Letticia Prida
310 East Fourth Street
Winnemucca, NV 89445**

SELECTION PROCEDURE:

A district screening committee will evaluate the qualifications of each applicant. Finalists will be notified and invited for onsite interviews. A committee comprised of District Administration, Site Administrators, Board representation, and other selected individuals will comprise the interview team.

Humboldt County School District is an Equal Opportunity Employer