



# Coeur d'Alene Public Schools

DISTRICT ADMINISTRATIVE CENTER  
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March 3, 2020

## NOTICE OF VACANCY

**POSITION: Assistant Superintendent of Secondary Education and Curriculum  
Coeur d'Alene School District Administration Office**

### **PRIMARY FUNCTION:**

It is the primary function of the Assistant Superintendent of Secondary Education and Curriculum to ensure that all students graduate from Coeur d'Alene schools with a sense of self and purpose, ready for college and/or career, and equipped with the skills, capacities and dispositions outlined in Coeur d'Alene School District's Graduate Profile. It is the essential work of the Assistant Superintendent, in collaboration with colleagues, to make certain that each and every student receives the quality instruction and equitable support required to thrive in the 21st century. To that end, the Assistant Superintendent of Secondary Education and Curriculum provides leadership in secondary education along with curriculum development, assessment, staff development and evaluation in all areas of educational programming.

### **QUALIFICATIONS TO INCLUDE:**

Master's degree in Education Administration; Superintendent Certification; Preferred candidates will hold a doctoral degree in educational leadership.

Five years of successful teaching experience required and successful school administrative experience required; Knowledge and experience of curriculum, instruction, and assessment across the K-12 spectrum;

Understanding of learning theory, instruction systems design, and effective evaluation of student learning outcomes and how each of these relates to instructional design and intervention;

Previous supervisory experience required;

Strategic planning and project management skills;

Ability to effectively prioritize work, meet multiple deadlines, and adjust to changing workloads and priorities;

Please see job description for detailed information on qualifications, responsibilities, and essential functions.

See below for a brief list of responsibilities.

Learning Leadership

School Climate

School Improvement

Personnel Management

Administration and Fiscal Management

School And Community Relations

Professional Growth and Development

**POSITION CLOSES: March 23, 2020**

Please go to our website [www.cdaschools.org](http://www.cdaschools.org) (employment opportunities) to see complete job description and apply through our online application system.