

**The performance of Hopewell Area School District's Assistant Superintendent is annually assessed by the Hopewell Area Board of School Directors and Superintendent on the following performance indicators:**

**1. Leadership**

- A. Supervises the implementations of technology and the instructional programs in compliance with local, state, and federal regulations and the District's collective bargaining agreements
- B. Effectively implements instructional initiatives to improve academic achievement
- C. Develops annual instructional goals and action plans
- D. Leads appropriate professional meetings
- E. Oversees hiring practices and induction of new professional staff members
- F. Performs other duties as assigned by the superintendent including, but not limited to, grant writing, partnerships for the districts that support student opportunity and teacher growth, professional presentations to the Board and to local and state educational leaders, professional outreach and publicity as appropriate

**2. Administration**

- A. Submits federal, state, and other reports as required
- B. Establishes and/or maintains efficient administrative procedures to support organization
- C. Oversees the implementation of Federal Programs including Title I staff and programming
- D. Assists in budget development and expenditure oversight in areas that involve instruction and curriculum
- E. Performs other duties as assigned by the superintendent including, but not limited to, involvement in key personnel or litigious matters, district initiatives or management, and budgetary and Board matters.

**3. Communication**

- A. Communicates with the superintendent to keep her informed of all necessary matters
- B. Works cooperatively and communicates with other administrators
- C. Communicates with the Board regarding Board-level matters and instructional and curriculum matters.

**4. Curriculum and Instruction**

- A. Implements curriculum
- B. Leads development, evaluation, and revision of curriculum
- C. Leads and/or plans professional development for professional staff
- D. Evaluates instructional materials
- E. Develops plan and assessing results for piloting technology, curriculum or instructional resources or programs

## **5. Technology**

- A. Assists administrative team and Board on best practices in applying technology to support student achievement
- B. Assists technology department as necessary to support implementation of safety requirements, instructional needs, and professional needs.
- C. Supports the evaluation of IT services and individual IT staff members (beginning 17-18)

## **6. Student Services**

- A. Supports the progress monitoring of achievement within the District
- B. Identifies and recommends adjustments to student assessments in the District
- C. Provides recommendations for improvements based on student assessment data

## **7. Professional Growth**

- A. Sets goals for self-improvement
- B. Maintains a high level of competence in field of education including, but not limited to, areas to maximize student and teacher talent, areas to support notoriety and positive publicity of the District, and areas to support alternative funding for best practices for the District.
- C. Maintains high level of personal integrity and a strong work ethic