

# HARTLAND CONSOLIDATED SCHOOLS

*Chuck Hughes, Superintendent*

9525 E. Highland Road  
Howell, Michigan 48843

Telephone (810) 626-2100



Date: March 18, 2026

An administrative position is available for the 2026-27 school year with the Hartland Consolidated Schools. Outlined below is basic information regarding this position. See attached job description for additional information.

## **JOB TITLE: Assistant Superintendent for Curriculum and Instruction**

### **QUALIFICATIONS:**

- Hold a Master's Degree
- Hold a valid Administrator Certificate (Central Office Certificate preferred)
- Teaching or Building Administrative Leadership experience
- Minimum experience of 10 years in education preferred

### **Starting Salary - \$138,580 consistent with Board Policy 1410**

Interested people who are certified and qualified must send a resume, letter of application including educational philosophy, three letters of recommendation, and copies of appropriate credentials to:

Chuck Hughes  
Superintendent  
Hartland Consolidated Schools  
9525 Highland Road  
Howell, MI 48843

Or by email: [chuckhughes@hartlandschools.us](mailto:chuckhughes@hartlandschools.us)

**DEADLINE TO APPLY IS: April 13, 2026 by 3:00 p.m.**

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of gender, race, color, religion, age, marital status, national origin, weight, height, disability, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.



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## **ASSISTANT SUPERINTENDENT OF CURRICULUM & INSTRUCTION**

- Length of Employment:** 52 weeks
- Employment Conditions:** As outlined in Board Policy 1410
- Qualification:** Must hold a master's degree and a Valid Administrator Certificate. Prior Teaching or Building Administrative Leadership experience
- Starting Base Salary:** \$138,580 plus Benefits
- Start Date:** July 1, 2026 (willing to adjust start date to train with current personnel)

### **Philosophy**

The Assistant Superintendent of Curriculum and Instruction serves numerous individuals both inside and outside the school district, the emphasis must be on positive interactions with everyone and the ability to provide clear and accurate communication.

### **Interpersonal Skills**

- Exemplify effective verbal and written communication and listening skills.
- Embrace reason, respect, and responsibility as the foundational tenets of the district.
- Promote self-respect, respect for others, and embrace the diverse needs of all stakeholders.
- Embrace a collaborative approach to problem-solving.
- Ability to persevere with new endeavors and rapidly changing expectations.
- Strong work ethic.

### **Policies, Practices and Procedures**

- Follow all State and Federal Laws, Board Policies and District Procedures for risk management, including health, safety, and injury prevention and care.
- Annually update district curriculum documents and the high school career guide and course offerings book.
- Effectively use district protocols and procedures for budgeting of needed resources, professional development, and curriculum needs tied to the MICIP and district strategic plan.
- Oversight of the Health and Reproductive health advisory committee.
- Oversight of the Multi-Tiered Systems of Support program (academic and behavior).
- Oversight of the Michigan Department of Education Consolidated Grant Application and all relevant state and federal grants. This includes Title I, II, III, IV, Immigrant, Robotics, and 31a.

- Ensure that the district and building annual reports are updated and posted on the website.
- Member of the district negotiation team interacting with the Hartland Education Association.

### **Community Relations**

- Maintain positive relations with all stakeholders.
- Enhancing the image of the district, its programs and its schools within the community is essential and must be continuous using the district's website and social media tools.
- Work with the Livingston Educational Service Agency to promote collaborative initiative projects.
- Serve as the district liaison with the Hartland Robotics program, while supporting their mission (on call).
- Work with central office administration to respond to emergency/crisis situations both during and after work hours.
- Publish a bi-monthly (every two months) Curriculum Newsletter to provide transparency with the curriculum and technology departments while connecting staff to resources and knowledge in current curriculum and instruction areas of focus.

### **District Support**

- Work with the District Leadership Team to establish effective professional development, best practice strategies, and leadership capacity for staff, while establishing a support system for all.
- Enhance dual enrollment, career technology, and middle-college learning options and activities.
- Oversee the district's Early Childhood and Great Start Readiness (Universal pre-school) programs.
- Support building administrators in providing opportunities for highly capable students to learn and grow.
- Oversight of the district MICIP school improvement plan and relevant district strategic plan goals.
- Complete all assessment and curriculum alignment (standards/benchmarks/pacing guides, resources) updates at least 30 days before expected implementation.
- Compile and analyze all common assessment and state assessment data (Math and ELA Benchmark, Balanced Assessment, MSTEP, PSAT, SAT, and WIDA) for strengths and weaknesses as a component of goal development for the department and building administrators.
- Oversee the district technology department with an emphasis on hardware and software needs necessary to enhance the educational experience for students and staff.
- Develop a clear understanding of the district's instructional model while monitoring for fidelity in how it is used by the teaching staff.
- Embrace the intervention concept of "Give to All, Gains for All" within the district's Multi-Tiered Systems of Support program for both academic and behavior support.
- Support building administrators in the development of annual goals and reports.
- Support staff with technology and artificial intelligence professional development and integration.
- Oversight of alternative education programming (LEGACY and Hartland Virtual Academy).

- Oversight of the English Language Learners program.
- Professional Mentor for building administrators.
- Oversight of the district's student data record system as it pertains to Illuminate.
- Oversight of the curriculum department budget.
- Accountable for meeting all application timelines and expectations for alternative funding grants.

### **Personnel**

- Follow all district policies and procedures regarding personnel matters.
- Utilize the district evaluation tool to evaluate staff who are responsible to the Assistant Superintendent of Curriculum and Instruction.
- Ensure specific job descriptions are in place for staff who work under this position and ensure appropriate delegation is provided to support these staff members.
- Attract and interview District Leadership Team members and engage them in developing leadership capacity.

### **Other Duties as Assigned**

- Participate in meetings, workshops, training, and seminars designed to support the work of conveying and/or gathering information necessary for performing duties.
- The job description will encompass all other duties as assigned by the superintendent.

### **Skills Required**

- Ability to read and interpret instructions, correspondence, memos, documents, policy manuals, etc.
- Ability to effectively present information to students, parents, staff, the Board of Education and the community.
- Ability to collect data and establish facts.
- Detail oriented with excellent grammatical, spelling, and punctuation skills.
- Ability to create documents and display information in a meaningful manner.
- Ability to seek to understand and work with administration prior to publishing materials.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Self-motivated.
- Knowledge of applicable laws and regulations, such as the Freedom of Information Act (FOIA) and the Family Educational Rights and Privacy Act (FERPA).

*HCS is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex (including sexual orientation or gender identity), genetic information, disability, age, height, weight, marital status, military status, English speaking status, or any other legally protected category. The District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employed to discuss potential accommodation with the employer.*