

WEST PERRY SCHOOL DISTRICT

Position: Assistant Superintendent

Building: Administrative Office

Reports to: Superintendent of Schools

Assignment: 245 days

Job Summary: Responsible for planning, organizing, evaluating, coordinating, and directing all aspects of curriculum and instructional technology. Position requires daily oral and written interactions with district teachers and administrators, parents and community members, the Pennsylvania Department of Education, and community agencies. The Assistant Superintendent provides curriculum, instruction, and assessment leadership to the district and serves as the Federal Programs Coordinator. As a member of the management team, the Assistant Superintendent attends and participates in regularly scheduled staff meetings to discuss matters related to overall school programming, with a specific focus on curriculum, instruction, and technology.

Qualifications: Pennsylvania Superintendent's Letter of Eligibility required. Experience as a building principal (or other equivalent administrative experience) required. Excellent oral and written communication skills are required. A strong background in instruction and instructional technology and experience in grant application and management is necessary. Must be able to make quick and accurate judgments and work under a high level of stress.

POSITION FUNCTIONS AND RESPONSIBILITIES:

Administrative

- Act as the district liaison related to instructional programs with the Pennsylvania Department of Education, the Capital Area Intermediate Unit, other school districts, colleges and universities, and community agencies.
- Provide leadership and coordination for developing, implementing, and reviewing the district's Comprehensive Planning process.
- Carries out functions of the Superintendent at his/her direction during period of his/her absence from the district.
- Convenes various committee and administrative meetings

Budget and Finance

- Participate in the preparation of the annual budget with specific responsibility for budgeting for instructional materials, and professional development.
- Coordinate the development, submission, and tracking of the Curriculum and Instruction Budget, and all federal and state grant budgets.

Supervisory

- Supervise and assist the Technology Director in matters related to the implementation, evaluation, and improvement of the instructional and technology programs.
- Supervise the district's Instructional Coaches.
- Supervise the Secretary to the Assistant Superintendent

Curriculum, Instruction, and Professional Development

- Lead the district curriculum, instruction, and professional development efforts.

- Facilitate and implement curriculum, instruction, intervention, instructional technology, and professional development.
- Ensure curriculum continuity between grade levels and departments.
- Participate in the planning, preparation, approval, and review of all instructional guides, resources, and planned courses.
- Provide leadership in teacher evaluation and professional growth.
- Provide leadership in integrating technology in all aspects of the educational program.
- Conduct periodic review, evaluation, and updates of curriculum documents.
- Coordinate the review of the district's textbooks and instructional materials as well as selection and adoption of new textbooks and instructional materials.
- Lead the district's Induction program.
- Provide all administrative tasks related to the district's PreK program.
- Coordinate the English as a Second Language (ESL) program.
- Provide data sources and feedback to the Superintendent for consideration in the evaluations of the administrative team.
- Approve requests for professional development, including conference requests and workshops.

Assessment

- Coordinate the development of school improvement plans.
- Submit a detailed yearly report of student progress on State testing (i.e. Keystone, PSSA) to the Superintendent and Board of School Directors.
- Monitor and report yearly on the administration and evaluation of all district assessments.
- Develop, coordinate, and implement the district's standardized testing program and data collection and analysis efforts. Serve as the District Assessment Coordinator.
- Arrange for distribution, collection, and return of testing materials according to guidelines established by the vendor.
- Coordinate the selection and development of assessments for and of learning.

Technology

- Lead the district in the development and implementation of the district plan for the instructional technology.
- Work with the Technology Director to plan and select instructional technology equipment and software.
- Assess the effectiveness of instructional technology efforts.

Grants and Federal Programs

- Aggressively seek and apply for grant funding that will supplement district support for educational programs.
- Organize, develop, submit, and implement all state and federal educational grant applications and reports.
- Prepare for grant monitoring and auditing.
- Ensure compliance with all grant requirements.

Perform other duties as required by the Superintendent.

GENERAL POSITION REQUIREMENTS:

PHYSICAL CAPABILITIES: Must be able to stand 1 hour at one time
Must be able to sit 4 hours at one time
Must be able to walk 1 hour at one time
Must be able to bend/stoop, squat, and reach above shoulder
Must be able to lift and carry up to 20 lbs. frequently
Must be able to lift and carry up to 25 lbs. occasionally
Must be able to do repetitive actions including grasping, pushing, pulling, fine manipulation, twisting/turning, writing, or printing
Must be able to adhere to daily time schedule
Must be able to hear (40 decibel loss maximum).
Must be able to communicate verbally.
Must have vision requirements of near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation, and field of vision

PHYSICAL ENVIRONMENT: Position encompasses all district buildings and grounds. Center of operation is the district office which is ventilated and well-lighted.

SPECIFIC SKILLS: Must possess excellent leadership skills
Must possess excellent oral and written communication skills
Must appropriately handle confidential information
Must possess excellent computer skills
Must be able to operate general office equipment

