

Assistant Superintendent  
(Responsible for Curriculum and Communications)

Job Responsibilities

The Assistant Superintendent will be responsible for the Curriculum and Instruction K-12. They will plan, organize, coordinate, evaluate and direct all phases of Curriculum development and articulation. The Assistant Superintendent shall be a strong leader in the design, implementation, and management of a complex District-wide system focused on continuous improvement of student performance and achievement. The Assistant Superintendent of K-12 Education shall have extensive experience in and sophisticated knowledge of curriculum, best practices in instruction and assessment, school operations and management, leadership development, and a demonstrated record of success in leading strategic educational initiatives that result in measurable improved student achievement.

The Assistant Superintendent will also be responsible for the Communications of the district. They will provide leadership and direction for accurate, transparent and consistent communications with all stakeholders, both internal and external. They will be able to utilize appropriate communication methods to promote an understanding and appreciation of the District's efforts to provide students with the best possible education, to celebrate the achievements of students and staff and to provide useful information to the community while improving public perceptions of the District. They must be able to utilize technology to ensure the highest quality messaging through photography, print, social media and any future digital communication tools necessary.

Qualifications

The highest quality candidate chosen for this position will have a vast knowledge of our community and be recognized as a person of integrity, objectivity and sincerity. The Assistant Superintendent shall be a strong leader in the design, implementation, and management of a complex District-wide system focused on continuous improvement of student performance and achievement.

The Assistant Superintendent shall have extensive experience in and knowledge of curriculum, best practices in instruction and assessment, school operations and management, leadership development, and a demonstrated record of success in leading strategic educational initiatives that result in measurable improved student achievement.

DUTIES:

Curriculum and Instruction

Assists the Superintendent of Schools and Administrative Team in the identification, recruitment, selection and placement of educational staff members throughout the district.

Ensures an orientation process for all educational personnel as currently stipulated in the Pennsylvania Educator Induction Plan Guidelines.

Maintains up to date policies regarding the educational programs of the district.

Maintains up to date job descriptions of all staff who are directly responsible for the educational programs of the district.

Coordinates curriculum, instruction, and assessment (Chapter 4 Regulations) for all K-12 departments and programs including Art, Business, Career Readiness, Computer Science, English, Family & Consumer Science, Mathematics, Music, Physical Education & Health, Science, Social Studies, STEM, Technology Education, World Languages and any new curriculums established by the Pennsylvania Department of Education.

- a. To coordinate and attend department and grade level meetings related to curriculum and technology matters with appropriate personnel.
- b. To work with the building principals on directing, planning, implementing, evaluating and improving the instructional programs.
- c. To develop and maintain a current curriculum scope and sequence chart, K-12, and disseminate such information via district communications annually.
- d. To ensure curriculum continuity within each grade and between grade levels through classroom visitation to ascertain written curriculum is actually being taught K-12.
- e. To provide leadership of and oversight for K-12 Department Heads for annual department goal-setting and subsequent meetings, in cooperation with the building principals.
- f. To observe and participate in the evaluation process of all non-tenured teachers, if requested by the building principal.
- g. To annually assist the building principals and district office in software rollovers of students and schedules.

Directs the planning, publication, implementation, and evaluation of K-12 District curricula through the multi-year curriculum cycle in cooperation with other District administrators.

- a. To direct the planning, editing and utilization of all courses of study.
- b. To collaborate with the High School Principal and annually update the Course of Study book; identifying all changes and presenting the Course of Study book to the Board of Education for approval.

Coordinates the selection of textbooks, instructional materials, software, equipment, and media resources; directs publication and maintenance of curriculum guides and materials for use in the instructional programs; and maintains District-wide curriculum materials.

- a. To evaluate the District's textbooks, software and other instructional materials to ensure pertinence.
- b. To promote the study, exploration and utilization of new technologies available for the classroom.

- c. To evaluate classroom tools such as “apps” to determine value, consistency and appropriate content.

Coordinates program evaluation and testing, assesses test scores, and uses this data to drive instructional methods and practices which have a direct correlation to the academic and financial success of the School District.

- a. To assume leadership in establishing consistent academic standards designed to meet the needs of all students K-12.

Monitors implementation of District and state-mandated testing and assessments to measure student performance. Analyzes data on student testing and assessment. Reviews, modifies, and initiates District strategic educational initiatives, curriculum and instruction for continuous improvement of student achievement and growth.

- a. Prepares a variety of narrative and statistical reports regarding the K-12 programs and standardized test scores which will be evaluated and shared with administration and staff.
- b. To coordinate and implement the state mandated curricular requirements.

### Communications

To assist the Superintendent of Schools in developing partnerships with community groups and act as an additional liaison between school and community.

To assist the Superintendent of Schools in partnering with colleges and universities to attract potential teachers to our district.

To assist the Superintendent of Schools in partnering with colleges and universities to offer practicum hours/student teaching experiences to candidates meeting the expected requirements.

To assist the Superintendent of Schools in collaborating with local industries to develop internships, mentorships and/or experiential opportunities for students to gain practical work experience.

To assist the Superintendent of Schools in maintaining the values, purpose, vision and mission of the district and express such through written documents, publications, and other electronic means in an effort to represent the intrinsic value the programs and student opportunities bring to our community.

To assist the Superintendent of Schools as a Cabinet level position on all matters that are considered private, disaster, emergency or grief communications within the community.

### District Oversight

To be present at Executive Sessions with the Superintendent of Schools, the Business Manager and the school board.

To act as the Superintendent of Schools in the absence of the Superintendent of Schools.

### Cognitive Abilities

Must possess the ability to establish and maintain productive working relationships with staff, business associates, and general community while limiting any personal relationships with staff. Must be able to maintain objectivity without favoritism or bias. Must be able to work on multiple tasks and prioritize appropriately. Must have the ability to recognize areas of concern relating to educational issues and propose or recommend appropriate solutions to problems. Must be able to communicate effectively, exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

### Requirements for the position include:

- Superintendent's Letter of Eligibility as required by the Commonwealth of Pennsylvania.
- At least three years of experience as a building principal.
- At least five years of experience as a classroom teacher.
- Demonstrated knowledge and application of effective education principles, practices and trends.
- Computer literacy.
- Must be able to lead change and lead people and to bring both together to meet District goals with a focus on results.
- Must be able to ensure that targeted goals and initiatives are achieved.
- Must possess business acumen and the ability to build coalitions.
- Must be able to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability.
- Must increase capacity, accountability, and efficiency for improved effectiveness among administrative and professional personnel.
- Must enhance communication, critical thinking skills, and collaboration among administrative and professional personnel.
- Must promote team-building and shared responsibilities among administrative and professional personnel.
- Must perform the above responsibilities at a high level.

### Physical Demands

Frequent travel to School District offices, buildings, classroom and grounds. Frequent traversing throughout various buildings. Sitting for extended periods. Standing for periods of time. Moderate lifting from 15-30 pounds. Some moving of various items - up to 30 pounds. Manual dexterity to use office equipment. Repetitive operation of computer keyboard.

### Sensory Abilities

Ability to communicate effectively in all aspects of the job.

### Work Environment

Generally, office setting year-round.

### Temperament

Ability to work as a leader, coordinator and a member of a team. Must be courteous and able to effectively manage job responsibilities. Must be cooperative, congenial, service oriented, and promote these qualities. Ability to work in an environment with frequent interruptions. Ability to be respectful and empathetic.

### Workplace Expectations

Ability to follow directions and give direction to others. Ability to complete assigned tasks without supervision. Ability to communicate, comprehend and perform complex computations. Ability to use correct grammar, sentence structure and spelling. Ability to compose clear, concise sentences and paragraphs. Ability to organize office setting to efficiently accomplish tasks. Ability to multitask. Ability to work independently and make work-related decisions. Ability to exercise good judgment in prioritizing tasks. Ability to communicate effectively at all organizational levels. Ability to operate office equipment. Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Ability to appropriately handle confidential information in accordance with District policies. Ability to use technology for group meetings, presentations

### Terms of Employment

Twelve-month work year. Terms and conditions of employment shall be as agreed upon by the Assistant Superintendent and Board and incorporated into a written agreement between the Board and the Assistant Superintendent. The length of the period of employment must conform to Section 1073 of the Pennsylvania School Code.

### Evaluation

Performance will be evaluated annually by the Superintendent of Schools.  
This job description is subject to change as determined by the Superintendent of Schools.