



## Assistant Superintendent - Highlands S D

### Job Description

#### JOB INFORMATION

**Title:** Assistant Superintendent - Highlands S D  
**Employee Group:** Contracted  
**Last Edited On:** 4/9/2019 2:00:37 PM  
**Locations:** All Buildings

#### ORGANIZATION

**County:** Allegheny  
**Entity:** Highlands S D  
**Department:** Administration  
**Reports To:** Superintendent

#### JOB SUMMARY

The Assistant Superintendent assists the Superintendent in a cabinet-level management role by providing leadership for the diverse functions of administration, which includes Human Resources, Employee Relations, Curriculum and Assessment, Communications and Government Relations, Technology, Staff Development and Supervision. The Assistant Superintendent must maintain a close working relationship with school-based and district level personnel, along with the Board of School Directors in order to ensure information exchange, coordination of efforts and support for the decision-making process.

#### ESSENTIAL FUNCTIONS

Assists with recruiting, hiring, supervising, and evaluating administrators and staff who report directly to the Assistant Superintendent. Assists with recruiting, screening, hiring, and assigning instructional personnel.

Coordinates with the Superintendent and Board to prepare written mutually agreed upon annual objective performance standards.

Abides by, monitors, and enforces staff compliance with federal, state and local school laws and regulations, mandated programs, district policies, administrative regulations, and applicable collective bargaining agreements. Recommends changes to district policies or administrative regulations and provides input into collective bargaining.

Manages student services, grants, and government programs.

Administers educational programs of the District to meet the needs of all students and ensure they align with established academic standards for student achievement. Monitors local and state data on District performance and assists in preparing and implementing support and improvement plans where needed.

Maintains data regarding grading, retention, promotions, and the initiation or closure of an educational program.

Directs and coordinates the linkage of curriculum, instruction, assessment, data on student learning, research based teacher effectiveness, and best practices.

Develops, plans, organizes, administers, analyzes, and monitors for effectiveness in administrative procedures and guidelines for educational compliance. Coordinates the selection of textbooks, instructional materials, and resources.

Observes third-year temporary professional employees and makes recommendations to the superintendent regarding tenure status.

Supervises principals in the preparation of teacher and pupil schedules.

Administers the new teacher induction program. Collaborates in annually updating and implementing a District Professional Staff Plan.

Reviews and approves requests for attendance at conferences or workshops and assists with development of in-service programming.

Manages serious discipline referrals. Recommends to the Superintendent that Board hearings be held when necessary and coordinates the in-school suspension program.

Keeps current with educational developments and the literature in the field of K-12 education by independent research, attending conferences, and networking with other professionals. Keeps current with changes in law, regulations, guidance and district policy.

Researches and assists in securing available funding to finance programs.

Assists in preparation of budget for educational programs, co-curricular and extracurricular programs, and manages ordering materials in coordination with the Business Office.

## ESSENTIAL FUNCTIONS

Serves as liaison to the Pennsylvania Department of Education, the Intermediate Unit, and agencies having responsibilities to the District in matters relating to the educational programs of the District.

Identifies and coordinates business and industry partnerships in education for students and implements individual projects.

Manages parent/guardian concerns regarding testing, assessment, the educational program, or curriculum in coordination with the building principal.

Acts as Superintendent when the Superintendent is unavailable or unable to serve in his/her normal capacity.

Serves as the District's Safety and Security Coordinator and Compliance Officer. Manages the District's Alternative Education and online learning programs.

Develops and implements legally compliant and systematic procedures for collection and maintenance of all personnel records.

Ensures compliance with the Pennsylvania Department of Education regulations for students and families participating in home-education programs.

Oversees the development and implementation of Federal Programs, including the timely submission of the consolidated application and quarterly reports.

Works with the school community to compile information, develop and update all required State and District plans. Compiles information, writes and publishes plans.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION

Master's Degree in Education required, Doctorate preferred

Minimum of five (5) years administrative experience

District Office / Central Office experience preferred

## LICENSES AND CERTIFICATIONS

### Enter Licenses/Certifications

### Lic/Certification Details

### Req Pref

Must possess and keep active Pennsylvania letter of eligibility (Section 1003 of the Public School Code)  
Proper Pennsylvania administrative certification.

X

Proper Pennsylvania administrative certification.

X

Pre-employment medical examination and submission of form to employer (Section 1418 of the Public School Code).

X

Compliance with all legal requirements relating to submission of current child abuse history clearance and state and federal criminal history checks.

X

## DRIVER'S LICENSE

Valid Driver's License Required

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## STANDARD ADA SETTINGS

### Standard ADA Selection

Office

Classroom

Other(to include Physically Demanding Positions)

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## PHYSICAL DEMANDS

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input type="checkbox"/> ** Standard ADA settings missing					
<input type="checkbox"/> Select an option above					
<input type="checkbox"/> and click on 'Reset to Default'					

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*