



QUAKERTOWN COMMUNITY SCHOOL DISTRICT

Position Title: Assistant Superintendent

Reports To: Superintendent

Prepared By: Assistant Superintendent

Date: 9/11/21

SUMMARY: The Assistant Superintendent is a commissioned officer of the Commonwealth of Pennsylvania. In accordance with the policies of the Board of Education and Commonwealth laws and regulations, the Assistant Superintendent is responsible for oversight of the daily operation of all the District's elementary and secondary schools, the supervision of all principals (K-12), and the Office of Human Resources. The Assistant Superintendent is also the Act 44 Safety Coordinator for the District. The Assistant Superintendent shall assist the Board, Superintendent, staff, and community in the development, maintenance, modification, and implementation of the District's educational philosophy, goals, and objectives, and in the creation and maintenance of a culture of student learning guided by data-driven decision making. The Assistant Superintendent is a member of the Superintendent's cabinet and assumes various leadership responsibilities at the direction of the Superintendent, and assumes all leadership responsibilities in the absence of the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Leadership and Planning

- Provides leadership in the development and on-going revision of the educational program and the long-range educational plan for the school district. Communicates effectively with all stakeholders in a variety of ways.
- In conjunction with the Superintendent and Cabinet, develops annual district goals and monitors progress, and develops the annual Final Goals Report.
- Serves as a resource/leader and role model for effective practices and disseminates the findings of significant educational research and best practices in leadership.
- Develops a relationship with the community that is conducive to the effective implementation of district goals and programs. Takes an active part in community affairs and represents the District at local, state, and national educational and community functions.
- In collaboration with the Superintendent, Board, and Cabinet, provides strategic oversight of the development of the District budget.
- Participates in the hiring process for building and district level administrators and in the development of district and building leaders.
- Acts as administrative liaison to the Board Policy Committee.

Supervision/Building Administration

- Supervises, coordinates and directs the operations and work of elementary and secondary Principals (K-12), and the Manager of Human Resources.
- Supports development, execution, and reporting of building level goals and action plans aligned to district goals.
- Oversees effective implementation of the teacher supervision model in all schools.
- Oversees resolution of student issues in elementary and secondary schools.

- In collaboration with the Assistant Superintendent for Teaching and Learning and Director of Pupil Services, plans and facilitates professional development for administrators.
- Plans and facilitates elementary and secondary principal meetings.
- Supports the work of Principals in assessing staffing needs and the selection of professional staff.
- Supports Principals in planning for the improvement of instructional performance, in implementing new or appropriate instructional strategies, and assessing needs regarding the implementation of appropriate staff development programs.
- Supports the work of Principals and the Manager of Human Resources in developing and implementing plans for improvement for marginal or unsatisfactory employees.
- Oversees development of building budgets.

Human Resources

- Labor Relations, including maintaining positive working relationship with all employee groups, leading the negotiations team for professional staff negotiations and assisting the Board in the Act 93 Meet and Discuss process
- Oversees development of the personnel Budget for salaries and benefits
- Oversees the recruitment and selection of staff
- Oversees the Teacher Supervision and Evaluation Process
- Oversees employee benefits and leave and attendance
- Performance management
- Staffing
- Legal compliance

Safety

- Serves as Act 44 Safety Coordinator for the District
- Provides primary leadership of the district's safe schools efforts and crisis planning.

Other Duties

- Oversees attendance procedures and reporting for the district.
- Develops district calendar in collaboration with UBTHS partner districts.
- Oversees electronic publication of district event and meeting calendar.
- Performs other duties as assigned by the Superintendent.

QUALIFICATION REQUIREMENTS: *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 AND EXPERIENCE:

Master's Degree and related experience or doctorate in educational leadership or curriculum and instruction or related field, central office leadership experience

CERTIFICATES, LICENSES, REGISTRATIONS:

Superintendent's Letter of Eligibility or Letter of Qualification

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from all stakeholder groups.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to analyze and present data in understandable formats and to lead data-driven decision-making. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to demonstrate sound judgment in a wide variety of situations and settings.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Demonstrated leadership ability and general knowledge of issues and problems in all areas of public education. Ability to establish and maintain effective working relationships with students, staff, and community. Ability to communicate clearly and concisely both in written or oral form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to analyze and synthesize research and present information effectively. Able to function as an integral part of a dynamic team. Able to exhibit flexibility, problem-solving, listening, and other skills necessary for effective interpersonal communication. Demonstrates strong work ethic and self motivation.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and occasionally walk or stand. The employee is occasionally required to talk and hear. Specific vision abilities required by this job include close vision and the ability to focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others.

WORK ENVIRONMENT: *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.*

The noise level in the work environment is usually quiet. The noise level will be loud when visiting a building, quiet in the office, and moderate at meetings.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Prepares and presents District metrics annually.

Tracks District enrollments and monitors development projects within the district municipalities. Develops enrollment projections for future planning.

Oversees central registration and school assignments for students.

Data and Technology

- Oversees system of gathering and analyzing assessment data, data dashboard development, and regular reporting to stakeholders.
- Oversees accurate submission of data per state requirements.
- Supports and implements online and blended learning initiatives and to ensure smooth and effective implementation of educational technology for development of 21st century skills.
- Oversees technology services including network architecture and administration, and end user support.
- Coordinates systems for reporting academic progress to parents.