

**BALDWIN-WHITEHALL SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Assistant Superintendent

Qualifications:

1. At least ten years' successful experience in teaching and school administration.
2. Doctor's Degree preferred
3. Pennsylvania Letter of Eligibility
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To: Superintendent

Supervises: Director of Curriculum, Director of Federal Programs, Director of Information and Instructional Technology, Pupil Services Department staff and other such staff members as the superintendent may designate.

Job Goal: To serve as the chief academic officer and supervise on a constant, ongoing basis the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefits each individual student.

Performance Responsibilities:

Student Growth and Achievement

1. Effectively works with the Superintendent to develop and monitor district policy and administrative regulations related to Student Growth and Achievement.
2. Demonstrates understanding and appropriate use of performance measures established within the district in support of specific goals and initiatives
3. Appropriately monitors student achievement on PSSA and Keystone End of Course tests and has actively developed successful strategies for improvement including meeting annual requirements for Adequate Yearly Progress.
4. Monitors, oversees, and encourages use of PVAAS and district assessment data among professional staff with regard to making curricular, staffing, and strategic planning decisions within the district
5. Has ensured all performance targets for staff and students have been met for the most current evaluation period through district and building action plans.

Organizational Leadership

1. Effectively works with the Superintendent and Administrative Cabinet to develop and monitor district policy and administrative regulations related to Organizational Leadership.
2. Has ensured priorities and initiatives are in alignment with a clearly defined and well-articulated vision for the district through district and building action plans

3. Has developed and implemented operational plans and processes to accomplish strategic goals
4. Demonstrates an ability to assist and motivate others in achieving personal, professional, and district goals
5. Is skilled in identifying, analyzing, and resolving problems that impact the district
6. Maintains a regular presence in district buildings and at district events for the purpose of monitoring effectiveness of programming
7. Uses strategic initiatives and district performance data to identify appropriate professional development opportunities for staff within the district
8. Works appropriately within the role of instructional leader, while providing clear direction for teachers and administrators regarding curricular decisions
9. Demonstrates clear understanding of Superintendent/Assistant Superintendent relationship including appropriate roles and responsibilities
10. Ensures compliance with all applicable local, state, and federal laws/regulations and provides professional development to administrative team

District Operations and Financial Management

1. Effectively works with the Superintendent and Administrative Cabinet to develop and monitor district policy and administrative regulations related to District Operations and Financial Management
2. Regularly assesses state of district's curriculum program, materials and instructional technology and develops curriculum cycles and instructional technology integration schedules as appropriate
3. Demonstrates knowledge appropriate to the role of the Assistant Superintendent regarding all financial and budgeting issues for academic, instructional technology, and pupil services programs
4. Works with the Superintendent and district business manager to successfully accomplish financial and budgetary priorities including meeting all timelines associated with the annual budget
5. Develops contingency plans designed to address anticipated and unanticipated budgetary necessities; especially as related to pupil services
6. Provides regular as requested financial and budgetary reports to the Superintendent
7. Ensures end-of-year results are consistent with budgetary planning expectations. In concert with the business manager completion of all pupil services state and federal financial reports

Communication and Community Relations

1. Effectively works with the Superintendent to develop and monitor district policy and administrative regulations related to Communication and Community Relations
2. Has worked successfully with the administrative team to build support in the community for the district's vision, mission, and both long and short-term priorities
3. Handles media resources skillfully, and regularly demonstrates sound judgment when communicating with the public
4. Maximizes utilization of multiple methods for delivering accurate, timely, and reliable information to the Superintendent, administrative team, staff and community

5. Has been able to successfully build school/community partnerships that benefit students and staff
6. Communicates effectively with the Superintendent and coordinates the flow of information from administrators to Superintendent and/or committees in a manner consistent with Superintendent/Board Operating Guidelines

Human Resource Management

1. Effectively works with the Director of Human Resources to develop and monitor district policy and administrative regulations related to Human Resource Management
2. Appropriately manages district staff, assigning functions, delegating effectively, and determining accountability as necessary
3. Ensures timely completion of all district wide staff evaluations
4. Ensures alignment of Assistant Superintendent evaluation goals with that of key personnel Directors of Programs, Curriculum, Instructional Technology and Pupil Services office
5. With support from the Directors of Programs, Curriculum, Technology and Pupil Services has ensured training and professional development opportunities for all professional staff related to new requirements for teacher, service employees, and administrator evaluation
6. Institutes sound employee relations programs to improve relationships between and among all staff members
7. In collaboration with the Director of Human Resources, effectively monitors all aspects of the staffing with the ever changing needs in the Pupil Services Department

Professionalism

1. Demonstrates recognition and understanding of public education's role in promoting civic responsibility
2. Performs all duties in a manner consistent with the values and expectations of the Superintendent, Board and community at large
3. Supports the Superintendent in a standards-based approach to governance, leadership, and instruction throughout the district
4. Encourages an inclusive and respectful environment that aligns with the organization's execution of the district's vision, mission, and strategic goals.
5. Demonstrates ethical and personal integrity consistent with expectations associated with the role of Assistant Superintendent
6. Maintains the confidence and trust of school professionals and the community
7. Continuously monitors effectiveness within the role of the Assistant Superintendent, seeking out and participating in professional development activities in alignment with areas identified for improvement by the Superintendent and through self-reflection

PHYSICAL DEMANDS:

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

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle technology materials, supplies and equipment
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

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

Terms of

Employment: Twelve months – Salary to be established by the Board

Evaluation: Performance of this job will be evaluated annually.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Employee Signature _____

Date _____