

## Job Description

**Gettysburg Area School District · 900 Biglerville Road · Gettysburg, PA 17325-8007**

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Position:	Assistant Superintendent of Schools
Supervisor:	Superintendent of Schools
Supervises:	-Principals -Supervisor of Special Education -Coordinator of Educational Programs -Instructional Technology Director
Job Goal:	To assist the Superintendent of Schools in the task of providing leadership in developing, achieving, and maintaining instructional programs and services and to perform as chief school administrator in the absence of the Superintendent of Schools.
Purpose and Scope:	The Assistant Superintendent of Schools is the highest leadership position in the school district for the advancement of teaching practices and instructional improvement. The position has line responsibility in the areas of curriculum, instruction and staff development. It is also a staff position requiring many interactions on a consultative or collegial level with principals, teachers, administrators, school board members, and citizens to provide suggestions and improvements in all areas. The Assistant Superintendent must have superb relationships with individuals and clients within the school district. The Assistant Superintendent in carrying out the important role also must have the expertise available to teach others new and effective programs in the field of education. Emphasis is focused on a line position, diverse management functions, as well as a staff arrangement with many other professionals, stressing improvement in programs and relationships.
Qualifications:	- A letter of eligibility (certificate) valid in Pennsylvania and appropriate experience. - Thorough training in curriculum, supervision, and the ability to exhibit strong interpersonal skills. - An earned doctorate preferred, but not required.

*This position holder must abide by the District Policies and Administrative Guidelines and be able to use the essential skills to perform the typical duties listed on this job description. It is the responsibility of every employee to inform his/her supervisor regarding need for reasonable accommodation.*

### PERFORMANCE RESPONSIBILITIES:

#### K-12 Educational Programs:

1. Direct and coordinate the development, implementation, and evaluation/review of the K-12 educational program through the collaboration of appropriate professional staff, including building administrators, grade level and department heads, and teachers.
2. Assist principals with the implementation of after-school and summer school programs.
3. Responsible for supervising and evaluating principals, directors, coordinators, and supervisors in collaboration with the Superintendent.
4. Facilitate the involvement of parents, students, business and community members in the curriculum process as necessary and appropriate.
5. Monitor the implementation of the curriculum to assure consistency and equity in the delivery of the educational program.
6. Serve as the District Assessment Coordinator for State Assessments.
7. Serve as the District equal opportunity officer, Title IX Coordinator, and the ADA Coordinator.
8. Assure compliance with federal and state regulations relating to curriculum, instruction and assessment.
9. Approve the selection of instructional resources, including textbooks.

10. Monitor student performance on state and local assessments.
11. Coordinate and monitor the selection of online computer-based educational programs used for students in non-traditional settings, such as Alternative Education, and Cyber School
12. Assist the Superintendent in recommending policy additions, deletions, and changes.
13. Responsible for the district-wide strategic planning effort, including long-range planning.
14. Assist with the development of a comprehensive assessment plan assists in determining the effectiveness of the educational program.
15. Serve as point of contact for interns and student teachers.
16. Serve as the Superintendent's designee for child abuse reporting confirmation.

#### Professional Development:

1. Seeks ways and means of continually improving and implementing the required supervisory services and teacher evaluation programs and explores new and more effective methods of promoting teacher growth.
2. Develop and administer the District's induction activities for new professional staff.
3. Direct and coordinate the District level professional development programs scheduled during contractual and non-contractual (after school and summer) time.
4. Present/coordinate workshops and facilitate follow-up sessions as needed to implement District initiatives in curriculum, instruction and assessment.
5. Provide professional development opportunities for professional staff, including but not limited to, department and grade level heads and mentors.
6. Provide professional staff with timely information pertaining to professional development opportunities through the Intermediate Units and PA Department of Education.
8. Stay abreast of and keep the professional staff informed of pertinent state and federal regulations/guidelines, current research, and model programs in the areas of curriculum, instruction and assessment.

#### Support:

1. Assist the principals as requested in the fulfillment of their District-wide responsibilities.
2. Assist the building principals in the development of school-wide Title I and ACTI plans.
3. Assist the building principals in the development of building level professional development plans.
4. Assist the building principals in analyzing and interpreting building-level local, state and standardized test data.
5. Plan and conduct regularly scheduled District Staff Development Committee meetings.
6. Assist in the area of personnel selection, including a role in recruiting.

#### Communications:

1. Maintains workable relationships with social, professional, civic, volunteer and other community agencies, and groups having an interest in the schools. This responsibility includes not only maintaining that liaison but also having a successful and growing relationship with groups and individuals within the community. This individual is actively involved in the public relations program of the school district.
2. Plan and conduct regularly scheduled elementary and secondary Curriculum Cabinet meetings (individuals including grade level and department heads, and building principals)
3. Respond as necessary and appropriate to meeting agendas and meeting minutes as submitted by grade level and department heads.
4. Plan and conduct Board Curriculum Committee meetings.
5. Plan and conduct regularly scheduled meetings associated with specific program responsibilities (librarians, federal programs, subject area teams, etc.).
6. Assist, when necessary, in the methods used for reporting student performance to parents, including report cards, progress reports, parent conferences, achievement test results, etc.
7. Participate in District meetings:
  - Administrative Cabinet
  - Board meetings
  - Administrative Team
  - Elementary Principals
  - Secondary Principals
  - Board Committee meetings (as needed)
  - Secondary department and grade level meetings (as needed)
  - Faculty meetings (as needed)
8. Participate in Lincoln Intermediate Unit meetings as they pertain to job responsibilities
  - LIU Curriculum Council

- Networking Sessions (e.g., Federal Programs, etc.)
- 9. Issue meeting minutes and summaries as appropriate.
- 10. Provide program reports and student achievement information to the Board of School Directors.
- 11. Maintain current information regarding the educational program on the District's web site.
- 12. Assure, through coordination with building principals, department and grade level heads, and mentors, that all professional staff is aware of their curricular responsibilities.
- 13. Communicate as needed with the Business Manager to assure proper administration of local, state and federal funds pertaining to job responsibilities.

**Program Supervision:**

1. Coordinate, with the assistance professional staff, the development, submission, and evaluation of federal and state programs:
  - Title I
  - Title II
  - Title III
  - Title IV
  - Other grant opportunities as they become available
2. Coordinate, supervise and evaluate the K-12 library program.
3. Coordinate District participation in Lincoln Intermediate Unit programs, as required.

**Fiscal Responsibilities:**

1. Assists in the preparation of the total district budget.
2. Develop and monitor annually a comprehensive spending plan utilizing District, state, and federal program monies to support the District's educational program.
3. Submit budget goals, summaries, and planned expenditures annually and on time to the appropriate administrators.
4. Maintain accurate records and prepare and submit quarterly and final reports as required by federal, state, and District policies.
5. Write and submit, with the assistance of administrators and other professional staff, the federal Title I and Title III programs.
6. Coordinate and monitor ESL Program.

Performs other assignments given by the Superintendent of Schools and acts as chief school administrator in the absence of the Superintendent of School.

Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

**Essential Accommodations:** The physical demands 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 able to reach above and below the waist, walk and use finger to pick, feel, and grasp objects. Position requires the use of both hands for repetitive motion. Bending and twisting of the body are required. Employee must be able to lift/carry supplies and papers up to twenty (20) lbs. Frequent walking throughout building and frequent periods of sitting.

**Comments:** Must have a friendly, helpful personality and be able to perform in a fast-paced work environment with many disruptions and do so with a high degree of accuracy. Possess maturity and ability to effectively deal with stressful situations with all ages and types of people. Needs emotional stamina to function under pressure in a fast-moving office/building environment and to complete the necessary daily operational duties.

**Evaluation:** Performance in this position will be evaluated based on the district's Administrative Performance Plan.

*The Gettysburg Area School District is an Equal Opportunity Employer*