

# **PINE GROVE AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **Assistant Superintendent / Assistant to the Superintendent**

**Title:** Assistant Superintendent / Assistant to the Superintendent

**Reports to:** Superintendent

**Job Goal:** To provide leadership in the development, implementation, and evaluation of educational programs and services.

**Terms:** Twelve months, salary and benefits as established by the Board of Education

**Evaluation:** Performance of this job shall be evaluated annually by the Superintendent and Board of Education

#### **QUALIFICATIONS:**

1. Has active PA Administrative Certification and Superintendent's Letter of Eligibility or currently enrolled in a Letter of Eligibility Program of Study.
2. Experience in multiple areas of public education necessary, including elementary or secondary school instruction and administrative/supervision
3. Has the ability to read, write, and speak English fluently.
4. Demonstrates the ability to communicate effectively both orally and in writing and with individuals in a face-to-face, one-on-one, or group setting or by computer/telephone.
5. Has a strong ability to articulate and communicate with professional personnel and the school district's internal and external publics.
6. Possesses necessary technology-related knowledge and individual computer/technology-related skills, including but not limited to a working knowledge of computers and computer applications such as word processing, spreadsheets, and any job specific hardware or software applications.
7. Demonstrates the ability to analyze situations accurately and adapt an effective course of action.
8. Demonstrates the ability to read, interpret, apply and explain rules, regulations, policies, and procedures.

9. Must be able to drive and possesses a valid driver's license.
10. Must be dependable, punctual, flexible, appropriately attired, neat in appearance, and able to manage time appropriately.
11. Provides evidence of experience in developing and directing staff and handling personnel related issues.
12. Has an understanding of the process of observation/evaluation of personnel.
13. Possesses a working knowledge of the relationships existing between the school district and other educational entities.
14. Must possess adequate interpersonal skills, demonstrating the ability to work independently and/or on a team.
15. Must be courteous to students, staff, and the general public.
16. Must possess and display the ability to follow directives and adhere to the established chain of command.
17. Has knowledge of applicable laws, regulations, requirements, policies, and procedures.
18. Provides evidence of professional growth and development by keeping current of issues in the field.

**General Functions:**

1. Follows all laws, Board Policies, regulations, rules and procedures and complies with the instructions and or directives from his/her supervisor(s).
2. Works primarily independently in applicable/assigned settings.
3. Establishes an effective, positive and supportive working rapport with all other staff and maintains a positive relationship with the school district's internal and external publics.
4. Supervises all directors, supervisors, coordinators, and principals in the operation and evaluation of each applicable department, division, or area.
5. Regularly communicates to the Board of Education regarding specific program/department/division status, as well as providing status updates on the school district as a whole.
6. Helps ensure a safe, productive, positive, and supportive working environment across the school district that is conducive to learning and promotes job satisfaction and retention among teachers and staff.

7. As is appropriate, acts for the Superintendent and/or designee(s) in cases of emergency or absence.
8. Assists in developing and/or overseeing the creation of cost-effective departmental budget(s) and helps control expenditures.
9. Participates in interviewing and recommends hiring of applicable personnel as is appropriate.
10. Develops all areas of the school district's budget pertinent to his/her assignment and advises the Superintendent and Business Administrator on budget items related to those areas of the school district's budget pertinent to his/her assignment.
11. Reviews and recommends to the Superintendent modifications to school district policies, regulations, and agreements that are in line with recent court decisions and state/federal regulations and helps ensure the appropriate dissemination of such.
12. Aids in the development of public and staff relations communications and in the enhancement of the school district's internal and external public relations, developing and/or distributing press releases and assisting in school/community programs as is appropriate.
13. Helps develop and/or negotiate contracts and to ensure contract compliance by and between the school district and any applicable contractor/vendor.
14. Serves as a member of the Superintendent's cabinet to provide information and advice regarding areas overseen and/or other areas as requested by the Superintendent.
15. Attends all required meetings and represents the school district at all appropriate meetings, conferences, and other events at the behest of the Superintendent.
16. Handles any/all concerns as assigned
17. Develops, directs, and participates in the supervision and evaluation of staff personnel in accordance with the Organizational Chart.
18. Assists in developing, in collaboration with the Director of Curriculum and Administrative team, the district's Professional Development Plan.
19. Consults with attorneys to help ensure appropriateness of programming and/or to obtain legal advice with regard to issues that are litigious or potentially litigious.
20. Maintains contemporary professional awareness and promotes personal professional growth through participation in professional development activities.
21. Maintains valid Pennsylvania Department of Education certification as is necessary.

22. Supports the achievement of program-related goals as determined by the Superintendent, School Board, or that are outlined in the current comprehensive plan or audit.
23. Works the hours necessary to ensure the functions of the position are effectively administered.
24. Performs the work described herein without posing a direct threat to the health or safety of himself/herself or others.
25. Performs other duties and related tasks as assigned by the Superintendent or designee.

**Essential Functions:**

1. Oversee all aspects of the school district's Transportation Services, including but not limited to:
  - a. Ensure effective management practices and provide leadership to the transportation department
  - b. Monitor transportation operations to support goals of the district
  - c. Work directly with the Business Administrator to monitor and maintain procedures and compliance; including daily rates etc.
  - d. Oversees and maintain efficient operations in regards to transportation routes and student assignments
  - e. Work closely with building admin on transportation concerns and discipline
  - f. Oversee and responds to internal and external customers in a timely, accurate, courteous, and empathetic manner representing PGASD in a positive light.
  - g. Directs, reviews, and participates in studies to analyze and evaluate needs and services.
2. Oversees all functions of the school district's Emergency Preparedness/ School Safety and Security, including but not limited to:
  - a. Serve as the District's Safety and Security Coordinator.
  - b. Develop and maintain up to date emergency preparedness manuals and systems that reflect the needs of the district in relation to state and federal mandates.
  - c. Coordinate scheduling and safety support services with School Resource Officers and contracted security providers.
  - d. Develop staff safety training based upon all state and federal mandates
  - e. Coordinates a comprehensive security/school safety program, including developing and implementing security plans (i.e., All-Hazards Planning).
  - f. Coordinates security staffing and needs for school and athletic events.
  - g. Oversees all teams/committees/programs associated with Emergency Preparedness (i.e., Threat Assessment, Safety & Security, Safe2Say, Stop the Bleed, ALICE, etc.)
  - h. Assesses security, safety, and police protocols with district administration.
  - i. Provides daily support and consultation to administrators.
  - j. Serves as a liaison with local law enforcement agencies and facilitates all school safety meetings.

- k. Works closely with first responders to ensure that the most appropriate resources are employed to maintain the safety of students and staff.
  - l. Works directly with local law enforcement and community agencies during critical incident situations and performs follow-up.
  - m. Advises and assists administrators in matters involving criminal activities on school campuses.
  - n. Directs/coordinates the periodic assessment/audit of school facilities and grounds to determine safety and security issues.
  - o. Coordinates with administrators to address and correct safety/security issues on school campuses
  - p. Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
  - q. Provides or coordinates training and drills (including drill reporting) for administrators and employees in matters of safety and security.
  - r. Assists in the development of the budget for school safety and response.
  - s. Performs building and security checks.
  - t. Provides recommendations to the Superintendent on policy changes, innovations, and enhancements.
  - u. Acts as the district school safety and security liaison with county-wide administrators and agencies.
  - v. Assists in conducting residency and truancy investigations in collaboration with other administrators.
  - w. Assists in emergency response and requests from principals as it deals with exigent drug/alcohol, weapon, and violence incidents.
  - x. Performs other job-related duties as required or assigned.
3. Oversees all functions of the school district's Child Accounting and Data Management Services including, but not limited to:
- a. Ensures the adherence to all child accounting, Pennsylvania Information Management Systems (PIMS), federal programs, Office of Civil Rights (OCR), and other related reporting timelines.
  - b. Oversees and supports the district enrollment and child accounting process.
  - c. Oversees the development and management of the school district's Student Information System (SIS).
  - d. Works collaboratively with the Business Administrator to oversee budgetary expenditures and curtail spending.
4. Oversees all functions of Title IX, including but not limited to:
- a. Act as Title IX Compliance Officer for the district by overseeing the District's compliance with civil rights regulations.
5. Oversees specific functions of the school district's Academic Programming and Goals, including but not limited to:
- a. Serve as the leader of Cardinal Virtual Campus
  - b. Directs, coordinates, and supports the implementation of summer school, outside cyber programs, homebound, and home education programs and other after school and credit recovery programs.

- c. Recommends goals and objectives; assists in the development of policies and procedures, administers policies and procedures related to responsibilities.
  - d. Writes, directs, coordinates, implements and monitors federal, state, local, and nonprofit grants not specifically related to academic programming (i.e., Title I-II-III-IV, Ready to Learn).
  - e. Works collaboratively with the Director of Special Education, Director of Curriculum & Instruction, Director of Technology, and building administration in developing administrative instructional leadership capacity districtwide.
  - f. Assists the Director of Curriculum in implementing corrective action plans to solve problems related to educational programs, curriculum and instruction and co-curricular programs.
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- g. Reviews and analyzes legislation and laws related to educational programs, curriculum and instruction, co-curricular and extracurricular programs, and recommends changes to promote and support the interests of the school population.
  - h. Assists the Director of Curriculum and building administration in evaluating personnel needs related to instruction and makes recommendations congruent to Board goals and the Superintendent's vision.
  - i. Assists the Superintendent and/or designee(s) in developing long-range plans that are consistent with programmatic needs, curricular and instructional needs, academic trends, community needs, cultural needs and the appropriate use of school district technology pursuant to established objectives.
6. Coordinate the Public Relations work of the school district, including but not limited to:
- a. Oversee the creation and publication of a district-wide newsletter to eventually be published quarterly
  - b. Provide information for release to media and public about school programs.
  - c. Provide public relations programs, as requested.
  - d. Serve on committees when appropriate.
  - e. Ensures the school district website/social media remains current with regard to areas within his/her preview.
  - f. In conjunction with the High School Principal, provide oversight, guidance, and support to School Booster Organizations.

#### **PHYSICAL REQUIREMENTS:**

1. Must be able to remain in a stationary position for prolonged periods of time.
2. Must be able to move about the work area to access materials, cabinets, office machinery, etc.
3. Must be able to travel between school district buildings and other job-related locations as necessary.
4. Must be able to withstand changes in environmental conditions inside and outside of work facility, and to adapt to these changes.

5. Must be able to attend evening meetings and events.
6. Must be able to access all work areas and locations.
7. Must be able to lift as required.

*The position specifications described here are representative of those that must be met by an employee to successfully perform the functions of the job. The employee in this position will be required to complete any other duties requested by his/her supervisor.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is the responsibility of the employee to inform the school district of any and all reasonable accommodation that will be required.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.*

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