

McKEESPORT AREA SCHOOL DISTRICT

TITLE: Assistant to the Superintendent

CLASSIFICATION: Act 93

QUALIFICATIONS:

1. At least ten (10) years successful experience in teaching and school administration.
2. A masters degree or higher.
3. Knowledge and skill in the development, revision and evaluation of curriculum district wide.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

JOB GOAL: To assist the Superintendent providing instructional and curricular leadership in developing, achieving, enhancing and maintaining excellence throughout all educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the District's leader in curriculum, instruction, and professional development. Responsible for comprehensive planning and implementation of curriculum, instruction, assessment, and professional development K-12, to maintain systemic consistency and equity of student learning.
2. Ensures that district/school educational objectives are aligned to state frameworks and implements instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas.
3. Supervises and evaluates Director of Elementary Curriculum/Federal Programs and Director of Secondary Curriculum/Online Learning and assumes responsibility for department results; regularly conducts individual and group meetings with Curriculum team members, principals, department chairs, and others.

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PERFORMANCE RESPONSIBILITIES: (Continued)

4. Develops and manages the budget for curriculum and instruction including, textbooks/instructional materials/resources, technology, and professional development, K-12. Provides oversight to the purchase and implementation of instructional software, working in conjunction with the Director of Technology.
5. Develops/identifies assessment schedule, protocols and tools for all subjects.
6. Supports principals and professional staff in correlating state-mandated testing to daily/annual instruction.
7. Coordinates and implements the annual induction program with Special Education Department, ensuring new teachers are appropriately supported.
8. Maintains the district's teacher supervision program, including coordination of supervision modes and forms. Ensures completion of annual supervision and evaluation of all professional staff. Supports building principals and supervisors in documentation of evidence and completion of annual forms. Provides guidance to administrators on the implementation of the Danielson Framework for Teaching.
9. Facilitates communication and collaboration, both internally and in the community, regarding the goals, programs, and initiatives related to curriculum and instruction, professional development, assessment, education reform, and program evaluation. This includes but is not limited to facilitating monthly Education Committee meetings along with attending select monthly Policy and Finance meetings.
10. Collaborates with and provides direction for the improvement of student achievement system-wide; develops, organizes and implements models of technical assistance for schools and students with lower student achievement.
11. Assists in grant writing and implementation.
12. Assists in the preparation and administration of the district's budget and recommends, coordinates and monitors the instructional budget.
13. Serves as a member of the district's negotiating team.

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PERFORMANCE RESPONSIBILITIES: (Continued)

14. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.
15. Plays a significant leadership role in fostering professional growth and building a staff morale throughout the district.
16. Conducts staff meetings as needed to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
17. Maintains liaisons with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
18. Keeps informed of and interprets all laws, regulations, statutes, rules, and policies affecting his areas of responsibility.
19. Remains abreast of development and innovations in the field by reading current literature, attending professional society and association meetings and conferences, and discussing developments and problems of mutual interest with others in the field.
20. Keeps abreast of state and federal programs designed to supplement local school efforts.
21. Coordinates the use of benchmark summative and formative assessments and facilitates the review, analysis and implementation of strategies to improve student achievement and transform the instructional program.
22. Align the instructional program to ensure it is research-based and vertically integrated throughout all grade levels.
23. Provides professional development activities to build capacity among staff to successfully implement school reform strategies.
24. Collaborates regularly with instructional coaches to ensure consistency in delivery of effective strategies throughout all instructional programs.

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PERFORMANCE RESPONSIBILITIES: (Continued)

25. Works collaboratively with grant coordinator to develop academic proposals and research reports along with assisting in the completion of all quarterly reports.
26. Serves and fulfills any additional responsibilities as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Twelve (12) month year. Salary and work year to be established by the School Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.