

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB TITLE: **Assistant Superintendent for Education; Chief Academic Officer**

REPORTS TO: **Superintendent of Schools**

JOB SUMMARY: Assists the superintendent of schools in maintaining the best possible educational programs and services for the school district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Directs the educational programming of the organization including curriculum and instruction, student services, grants, minority affairs, and government programs. Is charged with administering the academic standards for student achievement utilizing the Pennsylvania Standards, and administering all educational programs from childcare through high school.
4. Acts as Superintendent in those instances when the Superintendent is unavailable or unable to serve in his/her normal capacity.
5. Administers, interprets, and explains the Pennsylvania Academic Standards to the professional staff of the organization.
6. Develops, plans, organizes, administers, and analyzes policies, procedures, and guidelines for educational programs, curriculum and instruction, and co-curricular programs of the organization to ensure administrative and operational objectives are met (i.e. All district-wide testing, summer programs, Bethlehem Area Vocational-Technical School, community service, and graduation project, etc.)
7. Directs, coordinates, and integrates the curriculum and instruction, co-curricular and extracurricular activities of employees in the organization to ensure continuing operations, maximizing returns on student achievement, and increasing productivity.
8. Prepares budget for funding and implementation of programs related to educational programs, co-curricular and extracurricular programs.
9. Implements corrective action plans to solve problems related to educational programs, curriculum and instruction, co-curricular and extracurricular programs.

10. 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.
11. Develops, directs, and coordinates the hiring and evaluation of staff personnel.
12. Develops, in collaboration with the Act 48 Committee, the district's Professional Development Plan.
13. Supervises the Director of Student Services and is responsible for overseeing all support services.
14. Supervises the Supervisor of Minority Affairs.
15. Supervises the Supervisor of Grants.
16. Supervises all building principals.
17. Oversees strategic planning.
18. Establishes and maintains comprehensive and current record keeping system of activities and operational procedures for the office of educational programs.
19. Serves as a member of the superintendent's cabinet to advise the superintendent of the organization on matters of policy, procedures, and guidelines. Assists in defining and implementing interventions and strategies for district-wide programs and solutions for specific problems and/or gaps.
20. Performs other duties as assigned.

QUALIFICATIONS: Ten (10) years experience in multiple areas of public education necessary, including elementary or secondary school instruction and administrative/supervision. Masters degree required; Doctorate preferred. Certification includes current 'active' Letter of Eligibility from the Pennsylvania Department of Education. Knowledge of K-12 and vocational-technical school business and management principles involved in strategic planning, staff modeling, leadership technique, and coordination of people and resources. Knowledge of Pennsylvania Standard and the New Standards developed by the National Center for Education and the Economy (i.e. Chapter 4, standards and skills-based with an emphasis on critical thinking and problem solving skills). Knowledge of the principles and methods for: curriculum and instruction, co-curricular and extra-curricular design, teaching and instruction, and the measurement of training and development (i.e. assessments, standardized tests, portfolio "over-time" and "on demand" pieces, differentiated and individualized instruction, gifted scoring, looping, magnet/thematic schools, career exploration, cultural diversity as well as educational performance impeded by mental or physical well-being, substance abuse, absenteeism, dysfunctional families and violence).

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some

stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Professional staff; Cabinet level position; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Revised September 27, 2010