

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Assistant Superintendent for Human Resources

**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. Advises the superintendent on matters related to the efficient and effective operation of the school district.
4. Serves as a member of the Superintendent's Cabinet.
5. Supervises the Human Resource Department.
6. Coordinates all collective bargaining activities, participates in negotiations when appropriate, and oversees the administration of all bargaining unit contracts.
7. Manages compensation plans for all employees.
8. Recommends staffing needs based on established parameters.
9. Recommends and implements annual building assignments of teachers and teacher assistants.
10. Coordinates Act 48 professional development for teachers and administrators.
11. Manages the tuition reimbursement program and approvals for post-bachelors course work for professionals and coursework/training for support staff.
12. Coordinates district-wide strategic planning.
13. Monitors teacher observations and evaluation procedures and policies.
14. Coordinates the assignment for student teachers.
15. Coordinates the updating of district policies and procedures.
16. Implements the district's flex program for staff development.

17. Performs other duties as assigned by the superintendent.

**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. Knowledge of K-12 curriculum, instruction, assessment, school organization and management, school district policy, collective bargaining, PA labor and school laws. Pennsylvania letter of eligibility required. Central office experience a must.

**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:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending 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 standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and 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.

*(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.)*

7/10/06-bac