

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

Position Title: Assistant Superintendent
Reports To: Superintendent
Prepared By: Director of Human Resources

Date: 7/1/14

SUMMARY: As a Commissioned Officer of the Commonwealth of Pennsylvania, the Assistant Superintendent is responsible to assist and support the Superintendent in all areas necessary for the effective operation of the school district and the implementation of school board policies. This responsibility includes assisting the Superintendent with the general administration of effective educational programs and services, efficient business operations, district projects, and all other district involvements, and for successfully meeting district goals. The Assistant Superintendent is a member of the Superintendent's cabinet and assumes various leadership responsibilities at the direction of the Superintendent. The Assistant Superintendent is directly responsible for labor relations, negotiations and Act 93 administration, and for oversight of all other human resources functions including staffing, hiring, leave administration, policy administration, employee benefits, performance management and record keeping for all staff. The Assistant Superintendent is responsible for planning, enrollment projections, and for developing positive working relationships with sending municipalities. The Assistant Superintendent serves as the District management trustee on the healthcare consortium Board of Trustees. The Assistant Superintendent oversees the Technology Department, Cyber Programs, and all data reporting/PIMS components.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

The Assistant Superintendent is responsible to assist and support the Superintendent in all areas necessary for the effective operation of the school district and the implementation of school board policies.

In addition, the Assistant Superintendent shall be directly responsible for:

Labor Relations and Negotiations

- Maintain positive working relationships with all employee groups.
- Develop data for use in negotiations
- Lead the negotiating team for professional staff negotiations.
- Serve as the spokesperson and/or lead negotiations with the classified staff.
- Assist the Board in the Act 93 meet and discuss process

Planning

- Assist the Superintendent in developing long-range plans.
- Track District enrollments and project future growth.
- Monitor building and developments in the community
- Develop cooperative working relationships with sending municipalities
- Determine school assignments for new students.
- Assist with the planning and implementation of District initiatives.

The Assistant Superintendent shall also oversee and administer:

All Human Resources Functions, including

- Recruitment and selection of staff
- Teacher Effectiveness/Evaluation Process
- Employee benefits
- Leave and attendance administration
- Performance management
- Staffing
- Personnel budget for salaries and benefits
- Legal compliance
- All other human resources functions

Technology and Data Functions, including

- Technology Department and budget
- Cyber Programs, including Bridges, to include developing business models, marketing cyber services, and analyzing financials
- PIMS and all state reporting
- Registration and enrollment
- PVAAS and data for Teacher Effectiveness
- Data analysis and development of metrics and data visualizations

Other Responsibilities

- Attend all meetings of the Board of School Directors
- Administrative liaison to Board Human Resources Committee
- Represent the District at various events, conferences, and meetings as directed by the Superintendent
- Attend local, state, and national conferences, seminars, and workshops
- Serve on local board, commissions, and planning groups as requested
- Oversight of district transportation
- Any other projects or duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Manager of Human Resources, Supervisor of Cyber Programs, Director of Technology, Database Specialist, and Registrar, and others as assigned. Carries out supervisory responsibilities in accordance with the District's policies and procedures.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE:

Superintendent Letter of Eligibility or Letter of Qualification
Masters Degree with five years of administrative experience
Completion of PDE-required PIL program during term of office

LANGUAGE AND COMMUNICATION SKILLS:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situation. Ability to develop spreadsheets, analytic models, and data visualizations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. The ability to develop and utilize spreadsheets and databases.

PHYSICAL DEMANDS: *The physical demands described here 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 regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Some driving is required. Frequent writing is required. Some extended hours and multiple demands from several people are frequently required of the employee.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually very quiet.