

Mt. Lebanon School District	
Job Description	
Position	Assistant Superintendent of Secondary Education (6-12)
Classification	Exempt
Salary & Benefits	Salary is competitive and will be based on qualifications and experience. The benefits package is comprehensive, with components that are in alignment with the District's Act 93 Agreement.
Work Hours/Year	Full-time, twelve (12) month, Monday-Friday, some nights and weekends may occasionally perform work beyond a standard 40-hour week when workload requires.
Reports To	Superintendent of Schools
<p>Summary Under the supervision and direction of the Superintendent of Schools, the Assistant Superintendent of Secondary Education (6-12) is responsible for the academic and operational performance of the District's three secondary schools (2 middle schools and 1 High School). The Assistant Superintendent of Secondary Education (6-12) leads, supervises, evaluates, and directs the District's secondary administrative team, communicates, advises, and implements secondary curriculum and instructional initiatives, supports students social, emotional, and behavioral well-being, and ensures compliance with district, state, and federal objectives, policies, and laws.</p> <p>The Assistant Superintendent of Secondary Education (6-12) advances student achievement and demonstrates a commitment to providing a safe, inclusive, and welcoming school environment that recognizes and celebrates the diverse identities and abilities of all members of our school community, and provides leadership and vision to ensure continuous organizational development and improvement.</p> <p>This is a high profile, public facing position responsible for providing exceptional leadership and good stewardship of school resources, communicating frequently with the District's leadership team and with school stakeholders, and fostering high quality educational programs in the furtherance of the District's mission, "To provide the best education possible for each and every student".</p>	

Essential Functions

- Assist the Superintendent of Schools and the Board of School Directors in achieving the goals of the School District to foster instructional excellence and in compliance with the requirements of the Pennsylvania Department of Education.
- Attend School Board meetings, subcommittee meetings, other evening meetings, and routinely attend evening and weekend school related activities.
- Comply with local, state, and federal regulations as well as the provisions of the District's collective bargaining agreements.
- In partnership with the Director of Operations, oversee essential human resource/employee relations functions for the entire District.
- Serve as the Title IX Coordinator.
- Demonstrate professionalism and maintain good moral character in aspects that occur in and beyond the District.
- Supervise and evaluate secondary building principals.
- Supervise the Athletic Director.
- Serve as the District safety and security coordinator.
- Work cooperatively with all other administrators in school and district-related matters.
- Respond to emergency situations for the purpose of resolving immediate safety concerns and/or directing appropriate personnel for resolution.
- Lead and collaborate with staff on curriculum planning, revision, and program improvement by supervising the secondary K–12 Curriculum Council review process and Department Chairs.
- Oversee the Curriculum Council process that recommends curriculum and instructional program enhancements.
- Implement and evaluate new or revised curriculum and instructional projects.
- Maintain vertical articulation of instructional programs across all grade levels.
- Supervise, develop, and evaluate all instructional programs and related services of the secondary schools.
- Use data to evaluate and communicate the quality of secondary instructional programs.
- Establish and maintain administrative procedures that support effective teaching and learning.
- Create a communication climate that enhances instructional program quality.
- Administer the operations of instructional programs and related services.
- Plan and chair meetings of secondary principals and secondary curriculum Department Chairs.
- With the assistance of the Director of Operations, ascertain professional staffing needs and coordinate the selection and employment of all secondary professional staff.
- Establish and maintain a plan for staff professional development including evaluation and in-service training.
- Co-chair the Induction Council.
- Provide for a cost accountable budget and control system in the instructional area including inventorying and ordering instructional materials.
- Assist in the preparation of the District's annual budget.
- Supervise the secondary principals in the preparation of the instructional area budgets, building budgets, and capital needs.

- Maintain appropriate communications with community groups, professional organizations, and the Allegheny Intermediate Unit.
- Facilitate effective partnerships with post-secondary institutions as it relates to student teacher placement, College in High School programming, Professional Development offerings, and/or other innovative programming opportunities.
- Actively pursue professional development to maintain appropriate licenses and certifications, and in compliance with Act 45 requirements.
- Co-lead the District's Systems Accreditation via the Middle States Association of Elementary and Secondary Schools.
- Serve as an ex-officio member of the Mt. Lebanon Foundation for Education Board.
- Perform other duties as assigned by the Superintendent or their designee.

Qualifications

- Doctoral degree in education from an accredited college or university required.
- Active Superintendent PK-12 administrative letter of eligibility issued from the Pennsylvania Department of Education.
- At least three (3) to five (5) years of supervisory or administrative school experience; secondary and/or central office experience preferred.
- Experience supervising athletics, Title IX, and curriculum and instruction at the district level preferred.
- State mandated renewable background clearances and trainings for employment in PA public schools.

Competencies

- Must possess superior leadership qualities, including the abilities to lead and manage people, think strategically, resolve conflicts and foster collaboration, and conduct oneself with integrity.
- Must possess excellent interpersonal skills, including active listening skills and the ability to communicate clearly and professionally with students, parents, employees, and other stakeholders.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgment, and work under a high level of stress as it pertains to the job.
- Must be able to organize tasks and handle multiple tasks within close time proximity.
- Must possess computer skills, including a working knowledge of standard office and classroom equipment and instructional media, software applications and other technologies (e.g. digital and e-tools).
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must appropriately handle confidential information.

Preferred Qualities, Attributes, & Proficiencies

- A commitment to accelerating student achievement.
- Demonstrated enthusiasm and energy in making a difference in the lives of students and school communities.
- The ability to create or contribute to a positive school and district culture.
- The ability to inspire, motivate, and empower members of the school community to achieve district initiatives and goals.
- The willingness to foster and promote innovation.
- A high degree of cultural responsiveness, including an appreciation for and understanding of the unique skills, interests, learning styles, and experiences of members of the educational community.
- Proven ability to prepare students to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

Work Environment

Academic and non-academic settings within typical school district buildings (library, cafeteria, auditorium, gymnasium, athletic facilities, etc.), including classroom environments focused on adaptive learning. Duties may be performed off-site, at related educational venues when representing the district.

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. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects up to 25 lbs. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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