



**Allentown School District
Deputy Superintendent**

Salary Level: <i>Negotiated Contract</i>	Reports To: <i>Superintendent</i>
Contract/Benefits: <i>12 months</i>	Prepared Date: <i>August 12, 2025</i>
Benefits: Benefits per the Board	Prepared by: <i>Dr. Ramona Hollie-Major, Director of Talent Management and Recruitment</i>
Department: Whole Student Learning	Approved By: <i>Dr. Carol D. Birks, Superintendent</i>

QUALIFICATIONS:

- Master's degree with a major in educational leadership, educational supervision, or a related field from an accredited college or university, Doctorate preferred.
- 5 years or more progressive academic leadership experience as a school principal and central office administrator, high school principal experience preferred for the school principal experience.
- Hold or be able to obtain a Pennsylvania Letter of Eligibility.
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151). 5.
- Such additional modification or alternatives to the above qualifications as the board or superintendent may determine appropriate and acceptable.

Note: 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.

SUMMARY

The Deputy Superintendent provides strategic, data informed, forward thinking, and relationship centered servant leadership for the programs and services in the Department of Learning & Teaching with a purpose to meet the learning, social emotional and development needs of the whole student in fulfillment of the District's mission and vision. The Deputy Superintendent is responsible for implementing the district's educational policies, programs, services, and practices to address the academic achievement of all students. The Deputy Superintendent serves as a liaison to the Board of Education, community groups, parents, departments, schools, and the Board's Education Committee. The Deputy Superintendent collaborates with district leadership to research, communicate, and implement short-term and long-term educational planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as a thought partner and counsel to the Superintendent as a part of the Superintendent's

Cabinet and Executive Leadership Team.

- Develop and oversee implementation of the District's strategic direction for delivering rigorous, relevant, and engaging instruction; updating curriculum systems; supporting instructional leaders, supporting educator classroom success, meeting the needs of exceptional and emergent bilingual students; and creating safe, secure, and nurturing learning environments.
- Oversee and ensure the achievement of positive outcomes for all areas of control in the Department, including but not limited to the improvement of district graduation rates; improvement in student growth on state and district assessments; and reduction of achievement gaps between pupil subgroups.
- Plan and lead the Department's professional development efforts, including improvement of professional development days and activities on early release days. Ensure the efficient and effective integration of the District's professional development objectives into the curriculum and instruction opportunities for educators. Support the creative, innovative and engaging delivery of professional development opportunities.
- Oversee and monitor the coordination and implementation of school professional development efforts, including the systemic integration of professional learning communities and instructional walkthroughs to support the delivery of instruction to meet the learning needs of students.
- Collaborate with the Office of Talent Management to assess and recommend the hiring of Department talent.
- Train, direct, evaluate, mentor and develop Department direct reports and develop future Department leaders.
- Collaborate with the Chief of Performance Management & Accountability to ensure that school improvement, multi-tiered system of supports, and appropriate assessment systems are implemented in compliance with state and federal law.
- Collaborate with school districts, community agencies, and institutions of higher education to promote whole student learning, academic success, and equitable outcomes.
- Prepare and deliver reports and presentations related to efficient and effective delivery of Department programs and services to the Superintendent and Board of Directors.
- Ensure Department compliance with all local, state, and federal laws, regulations, and reporting requirements.
- Ensure Department compliance with all Board policies and District administrative regulations.
- Establish and maintain effective and positive working relationships with key district staff, governmental agencies, school districts, local education organizations, community groups, and other stakeholders in support and furtherance of the Department's efforts to maximize program and service effectiveness.
- Develop, administer and monitor budgets in all areas of control, including analysis of budget expenditures and recommendations for on-going operations effectiveness, ensuring fiscal integrity and compliance.
- Monitor and incorporate emerging and best practice research on educating the whole student; delivering rigorous, relevant, and engaging instruction; updating curriculum systems; supporting instructional leaders, meeting the needs of exceptional and bilingual students; and creating safe, secure, and nurturing learning environments.
- Analyze and use data to inform decisions to develop and implement strategic, continuous, and action plans to improve Department programs and services.
- Develop, implement, and monitor Department key performance indicators and dashboards aligned to the District's strategic direction and priorities.
- Implement the PA School Code, Chapter 4 standards and requirements to implement and evaluate the district in its approach to align standards-based curriculum.
- Oversee the development and implementation of the Academic Standards and Assessment

Strategic Plan submitted to the Pennsylvania Department of Education.

- Responsible for each school's Act 80 plans and its time allotments of instructional hours as well as the District calendar and rating period windows.
- Respond to parents, public, and media requests relevant to the Department.
- Attend all public meetings of the Board of Directors, serve as a Liaison to the Education Committee, attend Board Committee meetings relevant to the Department's purpose, and present on selected issues and programs as requested by the Board of Directors and Superintendent.
- Oversee the delivery of academic programs and services in partnership with local, state, and federal education organizations.
- Oversee the creation and periodic update of the District's written, taught, and assessed curriculum system.
- Develop and present the Department's budget each year.
- Serve on external community committees in furtherance of the district's mission and vision.
- Consult with the Superintendent on planning the Board's Regular Board Meeting agenda and the Board Education Committee Chairperson on planning the Committee's agendas.
- Develop and/or finalize exhibits and documents to be presented at meetings.
- Develop and update the District's Comprehensive School-wide Accountability and/or School Improvement plans.
- Perform duties in a professional, ethical and responsible manner as defined in the Pennsylvania Code of Professional Practice and Conduct for Educators and the District's code of conduct.
- Perform such other tasks and assume such other responsibilities as may be assigned or delegated by the Superintendent.
- Ensure the Superintendent is informed of current critical and emergency issues and incidents which would be of concern for the Superintendent and the Board of Directors.

SUPERVISORY RESPONSIBILITIES

Directly supervises office staff, Executive Director of Learning & Teaching, Executive Director of English Learner Services, Executive Director of Special Education, Director of Student Services, and Director of College & Career Readiness. Responsibilities include interviewing, recommending new hires, and training employees; planning and coordinating work; appraising performance; rewarding and disciplining team members; addressing complaints, and resolving problems; preparing, reviewing and revising Department job descriptions; and carrying out supervisory responsibilities in accordance with the District's policies and applicable laws.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving

Identifies and resolves problems in a timely manner; Gather and analyze information skillfully; Develop alternative solutions; Work well within group problem solving situations; Use reason even when dealing with emotional topics; Generate creative solutions; Demonstrate attention to detail; Display original thinking and creativity; Meet challenges with resourcefulness; and Develop innovative approaches and ideas.

Emotions

Manage difficult or emotional parent and citizen situations; Respond promptly to parent and citizen needs; Respond to requests for service and assistance; Meet commitments; Synthesize complex or

diverse information; and Show respect and sensitivity for cultural, ethnic, religious, and gender differences.

Interpersonal Skills

Manage difficult or emotional parent and community situations judiciously; Keep emotions under control; Remain open to others' ideas and tries new things; Listen and get clarification; Respond to employee requests for service and assistance; Solicit parent feedback to improve student academic performance; Meet commitments made to parents and the community; Maintain confidentiality; Demonstrate objective approaches to communicating with staff and constituents; Exhibit objectivity and openness to the views of others; Speak clearly and persuasively in positive or negative situations; Listen and solicit clarification; Respond appropriately to questions; React well under pressure; Write clearly and effectively; Edit work for spelling and grammar; Vary writing style to meet the needs of the audience; Present numerical data effectively; Demonstrate group presentation skills; Treat others with respect and consideration regardless of their status or position; and Work well with others.

Written Communication

Write clearly and informatively. Vary writing styles to meet the needs.

Planning/Organizing

Prioritize and plan work activities; Use time efficiently; Set goals and objectives; Develop project plans; Coordinate projects; Complete projects on time and budget; Manage project team activities; Manage competing demands; and Change approach or method to best fit the situation.

Technical Skills

Assess own strengths and weaknesses; Pursue training and development opportunities; Strive to continuously build knowledge and skills; Share expertise with others; Display willingness to make decisions; Exhibit sound and accurate judgment; Include appropriate people in decision-making process; and make timely decisions.

Motivation

Set and achieve challenging goals. Demonstrate persistence and overcome obstacles.

Teamwork

Exhibit objectivity and openness to others' views; Give and welcome feedback; Contribute to building a positive team spirit; Put success of team above own interests; Able to build morale and group commitments to goals and objectives; and Support everyone's efforts to succeed.

Change Management

Communicate changes effectively; Prepare and support those affected by change; and Monitor transition and evaluate results.

Servant Leadership

Exhibit confidence in self and others; Inspire and motivate others to perform well; Accept feedback from others; Give appropriate recognition to others and identify with the well-being of team members; Practice active listening skills and observe non-verbal cues; Include staff in planning, decision-making, facilitating and improving processes; Practice fore-sighted thinking; Take responsibility for direct report activities; Make self-available to staff; Provide regular performance feedback; Develop direct report skills and encourage professional growth; and Continually work to improve supervisory skills.

Leadership Skills

Develop workable implementation plans; Lead by example; Look for ways to improve and promote quality; Practice data informed decision making; Build strong positive relationships; Demonstrate accuracy and thoroughness; Adhere to safety and security procedures; Adhere to local, state, and federal laws; Adhere to Board policies, District administrative regulations, code of professional practice and conduct for educators, and the District's code of conduct; and Identify and resolve problems in a timely manner.

Organizational Skills

Work with accuracy when monitoring all cost related tasks; Show respect and sensitivity for cultural differences; Follow policies and procedures; Complete administrative tasks and reports correctly and on time; and Support the District's goals and values.

Personal Competencies

Exhibit sound and accurate judgment; Treat people with respect; Work ethically and with integrity; Respect confidentiality; Demonstrate persistence and overcomes obstacles; Prioritize and plan work activities; Use time efficiently; Approach others in a tactful manner; React well under pressure; Demonstrate accuracy and thoroughness; Follow instructions and respond to supervisory direction; Inspire the trust of others; Display integrity and ethical behavior; Uphold district values; Accept responsibility for own actions; and Follow through on commitments; and Take responsibility for own actions.

Fiscal Stewardship

Work within the approved budget; Conserve District resources; and Understand cost management strategies and systems.

Strategic Thinking

Develop strategies to achieve district goals; Understand the District's strengths & weaknesses; and Adapt strategy to changing conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is required to use hands to fingers or handle documents, telephone, etc. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by *this* job include close vision, distance vision, and ability to adjust focus.

Evaluation:

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position