

EASTERN LEBANON COUNTY SCHOOL DISTRICT

TITLE: Assistant Superintendent DEPARTMENT: Professional/Administration

BARGAINING UNIT POSITION: _____NO YES

SUPERVISOR: Superintendent of Schools

FAIR LABOR STANDARDS ACT CLASSIFICATION: Exempt _____ Non-exempt

SUMMARY DESCRIPTION:

ESSENTIAL JOB FUNCTIONS: (job responsibilities that are an integral part of the position and cannot be transferred to another position without jeopardizing the purpose of the position.)

- 1. Collaborate with Superintendent on instructional programs coordination.
2. Organize and guide department chairs and curriculum committee members in collaboration with the building principals, in planning scope and sequence of instructional program.
3. Coordinate various groups of faculty and administration in making budgetary recommendations on instructional materials.
4. Work with other agencies interested in content and development of curriculum, i.e., community groups, and parents of students and with school board.
5. Coordinate textbook and software selection process.
6. Keep up to date on instruction and curriculum by attending state and national conferences and regularly communicate these findings to administrators.
7. Provide for the evaluation of the educational program.
8. Design programs to meet the needs of specific groups of students.
9. Keep necessary records of financial accounting, inventories, assure implementation and compliance.
10. Keep current files on all federal and state guidelines and disseminates information related to federal programs to local, state and federal personnel.
11. Submit to superintendent and the Board of Education reports on federal programs as requested.
12. Assist the Superintendent in the evaluation of the administrative staff.
13. Collaborate with Superintendent to assure teacher in-service programs meet both district and teacher needs with needs of the district being first priority.
13. Coordinate in-service programs among teachers and buildings.

MARGINAL JOB FUNCTIONS: (job responsibilities that are part of the position but not essential to it - they can be transferred to another position if necessary.)

- 1. Supervise the Technology Director.
2. Serve as the liaison for the Alumni Group, ELCO Foundation and Rotary.
3. Completes other duties as assigned.

REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Physical Demands:

- 1. Occasional travel to school district buildings and offices, classrooms, regional offices, etc.
2. Occasional walking throughout various buildings
3. Often sitting at desk for extended periods of time
4. Manual dexterity to use various office equipment

Sensory Abilities:

- 1. Visual acuity to read correspondence, computer screen
2. Auditory acuity to be able to use telephone, communicate with staff, students and parents
3. Ability to speak clearly and distinctly

Work Environment:

- 1. Generally, office setting year round

Temperament:

1. Ability to work as supervisor and member of a team
2. Must be courteous and able to effectively manage people
3. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.
4. Ability to work in an environment with frequent interruptions.

Cognitive Ability:

1. Must possess leadership skills in initiating implementing and evaluating educational programs and administrative organizational procedures
2. Ability to communicate effectively, and give direction to others
3. Ability to use correct grammar, sentence structure and spelling
4. Ability to organize office setting to efficiently accomplish tasks
5. Ability to make work-related decisions
6. Ability to exercise good judgment in prioritizing tasks
7. Ability to communicate effectively at all organizational levels
8. Ability to create and delegate assignments

QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIRED AND DESIRED:

Required:

1. A doctoral degree in education preferred.
2. Minimum of five years as teacher, principal and supervisor or administrator.

TERMS OF EMPLOYMENT:

12 month position as outlined in contract approved by Board of School Directors.

APPROVED BY:

8/9/10 _____
 Date Supervisor

8/9/10 _____
 Date Superintendent

8-9-10 _____
 Date of Board Approval Board Secretary