

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

POSITION PROFILE - ASSISTANT SUPERINTENDENT

QUALIFICATIONS

Must possess a Letter of Eligibility issued by the Pennsylvania Department of Education.

AUTHORITY

Be responsible to the Superintendent for the performance of all assigned duties.

Work in a staff relationship with all professional staff members.

Work in a line relationship with all staff members regarding the performance of the responsibilities outlined for the Assistant Superintendent.

DUTIES AND RESPONSIBILITIES

Coordinate all areas of instruction within the District.

Direct all K-12 curriculum committees.

Meet regularly with principals to help determine the instructional needs of their respective buildings.

Hold conferences with staff members to discuss curricular content and instructional procedures.

Review innovations and/or new programs.

Coordinate and direct the selection and purchase of all textbooks.

Coordinate and direct the purchase and implementation of technology.

Develop and administer budgets for new course development and curricular assessment cycles.

Maintain a District file of current planned courses for K-12 curricular areas.

Serve as advisor and consultant to principals and their staffs for instructional, curricular, and inservice matters.

Provide leadership in the recruitment of professional and paraprofessional staff.

Develop, coordinate, and provide the induction program for all new members of the professional staff in conjunction with the building principals.

Coordinate the mentor training program for all members of the professional staff serving as mentors for new staff members.

Coordinate and maintain the professional development plan at the District level for all professional staff members.

Conduct research and gather data on innovative instructional techniques, materials, and teacher and learning programs and disseminate information gleaned to appropriate staff members.

Recommend, through the principals, teachers to attend educational conferences, workshops, school visitation, etc.

Promote and develop free lines of communication throughout the District.

Serve a significant leadership role in fostering professional growth and in building staff morale through the District.

Be responsible for the planning, developing, implementing, and evaluating of all federally-funded educational programs.

Coordinate programs in English as a Second Language (ESL).

Be responsible for the planning, developing, implementing, and evaluating of the Comprehensive Plan.

Serve as compliance officer/director for all regulations relating to civil rights, nondiscrimination, equal opportunities, and affirmative action.

Serve as liaison between the School District and Intermediate Unit 13.

Monitor those students involved in home schooling.

Serve as the District liaison for homeless students.

Attend all School Board meetings and School Board committee meetings.

Supervise the District transportation services.

Supervise directly the Technology Director, Transportation Coordinator, K-12 Language Arts Coach, K-12 Mathematics Coach, K-12 Technology Coach, Community Relations Coordinator, Assistant Superintendent's Secretary, and IU13 personnel assigned to the District.

Have additional line relationships, including activities related to the implementation of the instructional program, federally-funded programs related to the instructional program, and compliance with all regulations relating to civil rights, nondiscrimination, equal opportunities, affirmative action, and program accessibility.

Observe all non-tenured teachers prior to the granting of tenure and share related data with the respective building principal.

EVALUATION

Evaluation will be conducted annually by the Superintendent in the areas of domains and goals.