



Perkiomen Valley School District

Job Description

Position Title: Assistant Superintendent

Department: Cabinet

Reports To: Superintendent

Location: District Office

Established: 3/2011

Date(s) Revised: 5/2021

Last Reviewed: 1/2024

Purpose of Position

This position is responsible to assist the Superintendent in all matters as defined by the Superintendent to include educational leadership, district operations, curriculum and instruction, student services, personnel, business/finance, and school/community relations.

Terms of Employment

1. Full-time; 12 months (260 days)
2. Salary and benefits in accordance with terms of the individual contract with the Perkiomen Valley School District Board of School Directors

Education, Training, and Experience

Master's degree or Doctorate in Education in an applicable field of education from an accredited college or university. Minimum of three (3) years of central office experience, preferably in the public sector, or an acceptable equivalent combination of education and experience.

Certification and/or Licensure Requirements

PA Superintendent Letter of Eligibility, required. Principal (PK-12) and Supervisor of Curriculum and Instruction certifications, preferred.

Required Knowledge, Skills, and Abilities

Strong interpersonal and communication skills. Knowledge of federal and state academic standards. Demonstrated leadership ability in school administration, instructional strategies and assessment, curriculum development, professional development, grant development, program evaluation and improvement, supervision and evaluation, and educational technology required.

Essential Duties & Responsibilities:

Note: (Position holder may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this position, but is intended to accurately reflect the core job elements.)

1. Acts as the Superintendent in the absence of the Superintendent.
2. Provides the instructional and curricular leadership that creates, implements, maintains and enhances excellence, scholarship, creativity and achievement for all students.
3. Serves as K-12 curricula administrator.
4. Acts as an instructional leader of the district.
5. Acts as the primary evaluator of the Supervisors of ELA and STEM, Technology Integration Specialists, and Instructional Coaches and assists in the evaluation of other district administrators as assigned by the Superintendent.
6. Ensures that district/school educational objectives are aligned to state frameworks and implements instructional practices that yield the highest standards of student achievement, instructional excellence, and community support in all subject areas.

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7. Assists the Superintendent in assuring the best and efficient use of all district resources.
8. Assumes other responsibilities as assigned by the Superintendent.

The position holder must be able to perform the essential job functions with or without reasonable accommodations. It is the responsibility of the employee to inform the Perkiomen Valley School District Executive Director of Human Resources of any and all reasonable accommodations.

Physical Demands

This position requires sitting, standing, walking or moving often for extended periods of the workday. Performs a variety of duties, must be able to make judgments and work under varying levels of stress.

Evaluation

Performance of this role will be evaluated annually in accordance with provisions of the applicable policies of the LEA. LEA is an Equal Opportunity Employment, Educational/Service Organization.

Overtime Eligible

No