



## Position Available

# Assistant to the Superintendent

The Palmerton Area School District is looking for a dynamic leader to join the administrative team as an Assistant to the Superintendent. In addition to strong interpersonal and leadership skills, the ideal candidate will possess experience in the areas of human resources and K-12 curriculum development and implementation. A detailed job description is attached to this posting.

Interested candidates must submit a signed cover letter, resume, PA standard application, copy of PA certification, transcripts, and current clearances.

Documents may be mailed or emailed to the following:

Jacqueline McCandless, Confidential Secretary  
Palmerton Area School District  
680 Fourth St.  
Palmerton, PA 18071

[jmccandless@palmerton.org](mailto:jmccandless@palmerton.org)

Deadline for applications:

September 18, 2020

### EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Palmerton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.



## Job Description

Position Title: Assistant to the Superintendent  
Assignment: District Building  
Labor Relationship: Act 93 Agreement  
Date Originated: August 2020  
Reports to: Superintendent

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### **Job Description- General Information**

To collaboratively work with district and building administrators and teachers to implement the district vision, mission, and goals; promote a culture for teaching and learning; manage fiscal and human resources to maximize impact on student achievement; foster relationships with staff, parents, and community; and model professional integrity.

Assists the Superintendent in all aspects of administration

Acts on the Superintendent's behalf in his/her absence

### **Terms of Employment:**

- 12-month employee
- Act 93 contract
- Work year is from July 1-June 30

### **Job Analysis/Duties- Curriculum**

- Responsible for directing all curriculum activities of the school district including development, implementation, evaluation and reevaluation of the district's K-12 instructional program; including coordination of ESL
- Responsible for assessing the strengths and weaknesses for the district's instructional program as well as providing strategies for improvement
- Responsible for initiating and developing curriculum projects
- Oversees and coordinates the implementation of all curriculum initiatives.
- Coordinates the daily operations of all instructional programs in the district.
- Maintains communications with all levels of administration
- Develops and implements the school district's professional education plans and oversees professional development activities within the school district
- Works with the Superintendent and other administrators to coordinate the purchase of instructional materials
- Coordinates and facilitates the implementation of curriculum and instruction components of PDE-directed plans including but not limited to the Comprehensive Plan, Title I School-Wide Plans and the COVID-19 Reopening of Schools Plan

- Acts as liaison with PDE personnel relative to areas of position responsibilities
- Supervises and evaluates secretary as assigned by the Superintendent
- Supervises and evaluates professional teaching staff and support staff as assigned by the Superintendent
- Assists building principals, as needed, with the supervision and evaluation of school district educational department heads
- Makes presentations at school board meetings at the direction of the Superintendent
- Represents the Superintendent in all matters pertaining to curriculum and instruction
- Develops budget recommendations and provides expenditure control on approved budgets
- Write, administers, and oversees all federal, state, corporate and private grants, programs and reports in the school district
- Leads the curriculum advisory council (CAC) and maintains a record of all activities

### **Job Analysis/Duties- Human Resources**

- Responsible for providing leadership and direction in the area of human resources (HR) in support of strategic plans and goals through the execution of best practices in the areas of recruitment, selection, classification, compensation, evaluation and assessment, training and professional development, employee relations, labor relations, benefits/leave administration, policy development and implementation, etc.
- Coordinates the recruitment, advertising and interview process, through appointment of all staff
- Coordinates all internal HR functions including but not limited to the following: compensation analysis, training, maintenance of employee records, certification, benefits, adherence to federal and state laws including, but not limited to FMLA, ADA, Anti-Discrimination laws, Title IX, Human Relations Act, Workers Compensation, clearances and complaint investigations
- Serves as the Title IX Coordinator and oversees the full implementation and compliance with all Title IX related policies, issues, investigations, etc.
- Ensures compliance of all staff, contractors, and volunteers with all background clearances, certifications, health screening and Act 168 forms as required by law
- Maintains all personnel files with graduate credits, certification attainment, tenure eligibility, movement on the salary scale, etc.
- Coordinates all leaves and replacements
- Manages employee relation issues such as harassment allegations, work complaints, contract/agreement disputes, and/or other employee concerns
- Oversees completion of all employee evaluations and related concerns
- Works with Superintendent on policy development and Collective Bargaining agreements as related to HR
- Ensures the regular review of district policies and recommends them to the school board for approval
- Oversees the verification of clearances and work verification of all employees
- Performs other HR-related duties as assigned by the Superintendent

### **Professional Qualifications**

- Teacher Certification Required
- PA Principal Certificate Required or PA Supervisor of Curriculum and Instruction
- Five years of teaching experience and five years of supervisory or administrative experience required

- Experience in curriculum development, design, and delivery of professional development, technology integration and student assessment analysis (preferred)
- Experience in the area of human resources (preferred)

### **Essential Functions**

Physical requirements are essential functions of the position of Assistant to the Superintendent. This position requires the employee to do the following:

- Remain in a stationary position for up to 4 hours at a time
- Travel around the PASD's community and school buildings
- Constantly operate office machinery including but not limited to the following: keyboards, computer mice, computers, copiers, etc.
- Ascend/descend stairs
- Position or move him/herself to be able to stoop under desks, pick up debris in hallways and rooms, and obtain/place equipment in storage
- Observe students and other activity from a distance of at least 50 feet
- Move audiovisual equipment weighing up to 25 pounds
- Frequently rotate and extend their neck

### **Supervises**

Secretary, professional teaching staff and/or support personnel staff as directed by the Superintendent

### **Evaluation**

Performance of this position is evaluated on an annual basis by the Superintendent.

Nothing in this job description shall restrict or limit the Superintendent's right to assign or reassign duties and responsibilities to this job at any time;

This description reflects the assignment of essential functions, but it does not prescribe or restrict the task that may be assigned;

This job description may be subject to change at any time.