

BETHLEHEM AREA SCHOOL DISTRICT  
Bethlehem, Pennsylvania

**TITLE:** Assistant to the Superintendent for Curriculum and Instruction

**REPORTS TO:** Superintendent of Schools

**JOB SUMMARY:** Assists the superintendent of schools in maintaining the best possible educational programs and services for the school district.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreement
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Directs the curriculum and instruction of the organization charged with administering the academic standards for student achievement utilizing the Pennsylvania Standards.
4. Administers, interprets, and explains the Pennsylvania Standards to the curriculum and instruction employees of the organization.
5. Develops, plans, organizes, administers, and analyzes policies, procedures, and guidelines for the curriculum and instruction & co-curricular programs of the organization to ensure administrative and operational objectives are met (i.e. all district-wide testing, Regional Academic Standards Academy & Vocational-Technical School)
6. Directs, coordinates and integrates the curriculum and instruction & co-curricular activities of employees in the organization to ensure continuing operations, maximizing returns on student achievement and increasing productivity.
7. Prepares budget for funding and implementation of programs related to curriculum and instruction and co-curricular programs.
8. Implements corrective action plan to solve problems related to curriculum and instruction and co-curricular programs.
9. Reviews and analyzes legislation & laws related to curriculum and instruction and co-curricular programs and recommends changes to promote and support the interests of the school population.
11. Establishes and maintains comprehensive and current record keeping system of activities and operational procedures for the office of curriculum and instruction and programs.
12. Serves as a member of the superintendent's cabinet to advise the superintendent of the

organization on matters of policy, procedures and guidelines. Assists in defining and implementing interventions and strategies for district-wide programs and solutions for specific problems and/or gaps in student achievement.

13. Performs other duties as assigned.

**QUALIFICATIONS:** Ten (10) years experience in multiple areas of public education necessary, including elementary or secondary school instruction and administrative/supervision. Masters degree required; Doctorate preferred. Certification includes current 'active' Letter of Eligibility from the Pennsylvania Department of Education. Knowledge of K-12 and vocational-technical school business and management principles involved in strategic planning, staff modeling, leadership technique, and coordination of people and resources. Knowledge of Pennsylvania Standards (i.e. Chapter 4, with an emphasis on critical thinking and problem solving skills). Knowledge of the principles and methods for: curriculum and instruction, co-curricular and extra-curricular design, teaching and instruction, and the measurement of training and development (i.e. assessments, standardized tests, portfolio "over-time" and "on demand" pieces, differentiated and individualized instruction, gifted scoring, looping, magnet/thematic schools, career exploration, cultural diversity as well as educational performance impeded by mental or physical well-being, substance abuse, absenteeism, dysfunctional families and violence).

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history clearances.

**PHYSICAL DEMANDS:** Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office/classroom environment. Subject to inside and outside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Cabinet level position; 12 month classification. Cabinet Code – A.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation of support personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

6-13-07rrg