

POSITION TITLE

Assistant Superintendent for Instructional Leadership

JOB DESCRIPTION SUMMARY

Pittsburgh Public Schools (PPS) employs over 4,000 individuals in various capacities to support the academic achievement and strength of character of the students we serve. At the Pittsburgh Public Schools, we aspire to be one of America's premier school districts: student-focused, well-managed, and innovative. We are committed to putting students first always, in all ways.

Under the direction of the Superintendent, the **Assistant Superintendent** will lead and supervise all activities assigned under this appointment and in support of all District strategic priorities, plans, and initiatives. This position serves as a liaison for schools, central office, and community partners in order to accomplish student success. The Assistant Superintendent will work closely with school leaders in focusing on instructional leadership.

WORK MONTHS

12 Months

ESSENTIAL FUNCTIONS

Operational Leadership and Accountabilities:

1. Implement all District equity initiatives in order to provide educational opportunities irrespective of race, color, religious creed, ancestry, disability, gender, or national origin.
2. Provide direct oversight, monitoring, and supervision of assigned school network and their leadership teams.
3. Engage in highly collaborative resolution techniques for all constituent concerns and/or complaints in accordance with District response times as directed by the Office of the Superintendent.
4. Conduct weekly site visits to schools and engage with direct reports and other appropriate school personnel and stakeholders to assess operational needs, identify and analyze problems, formulate solutions, and confirms resolution to ensure student success.
5. Prioritizes support and guidance to administrators, Principals, and staff members in times of operational emergency.
6. Provide guidance to staff on managing resources to support District goals and initiatives.
7. Collaborates with direct reports to ensure that all policies, procedures, and practices are effective and student-centered in order to achieve student promotion, graduation, and success.
8. Attends meetings of network Principals and Assistant Principals, School Performance Cabinet, Academic Cabinet, and any other meetings as designated by the Superintendent or as needed to achieve District goals and initiatives.
9. Participates in interviews and selection of Principals, supervisors, and/or other key positions as needed to ensure the quality of service to students and schools.
10. Evaluate Principals and/or direct reports in accordance with PULSE and current Performance Management practices and procedures.
11. Ensures policies, regulations, procedures, and practices are grounded in equity, inclusion, and access for student success.

Instructional Leadership and Accountabilities:

1. Oversight, accountability for, and support for the implementation of strategic plan initiatives.
2. Establish priorities, set measurable goals for achievement, and engage in ongoing review of student data to improve student outcomes at the school and district level.
3. Support Principals and/or others in the annual review, development, and monitoring of school improvement plans.
4. Advise and direct Principals on implementation of the District's curriculum, instructional practices, and the improvement of

instruction.

5. Support Principals in the planning, operation, implementation, and evaluation of instructional and school-based programs.
6. Conduct frequent classroom visitations with Principals and department leads to assess the implementation of curriculum in alignment with state standards, assessments, instructional practices, and assess instructional needs to establish plans for ongoing support and collaboration to maintain a culturally responsive learning environment.
7. Collaborate with the Curriculum and Instruction department and Office of Professional Learning in the development and delivery of the professional development opportunities provided to administrators and school-based staff to ensure alignment with the Superintendent Priority Goals.
8. Work with the Office of Data Research Accountability and Assessments to provide leadership in monitoring and reviewing data and work with department leads in using analysis to determine intervention and support for students and schools.
9. Assists and motivates others to identify appropriate professional development opportunities with the District.
10. Participate in professional growth experiences individually and with colleagues to stay abreast of current research and best practices in education.
11. Establish and maintain effective interpersonal and open communication skills that foster positive and productive working relationships with schools, families, the community, and other departments.
12. Other relevant duties as assigned by supervisor in support of the Department's goals and objectives and the District's mission and Superintendent's Priority Goals.

EDUCATION REQUIRED

- Master's degree in Education Leadership or other relevant discipline required; a terminal degree is preferred.

CERTIFICATION/LICENSURE REQUIRED

- Pennsylvania Department of Education-issued Superintendent's Letter of Eligibility.

For more information on Pennsylvania (PA) Department of Education Certification Requirements visit the [PA Department of Education's Certification Types and Codes](https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx) webpage.

YEARS OF EXPERIENCE

At least 5 years of increasingly collaborative school or District leadership and relevant supervisory experience preferred

KNOWLEDGE, SKILLS, & ABILITIES

- Demonstrated ability to work cross-functionally across a number of departments and engage multiple stakeholders, specifically school personnel, parents, and community members in working toward a common goal.
- Proven ability to lead, grow and develop staff.
- Demonstrated exceptional effective communication (oral and written) and interpersonal skills.
- A demonstrated work ethic that promotes teamwork, enhances creativity and motivation, and builds consensus in a high-energy and high-task environment.
- Demonstrated knowledge of change management and agility to establish credibility among team members including partners, peers, and executive leadership.
- Budget and resource management skills, with a track record of completing projects and tasks on time and on budget.
- Must possess strong analytical, time management, and organizational skills.
- Proven ability and understanding of professional duty and District policy to maintain confidentiality of records.
- Demonstrated knowledge and understanding of all state and federal reporting regulations, policies and rules related to public education and school-accountability.

-Ability to cultivate relationships with culturally, educationally, and racially diverse internal and external customers.

- Value, demonstrate, and promote diversity, equity, and inclusion.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The working conditions and physical requirements described here are representative of, but not limited to, those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made.

- Varies based on the needs of the department

CITY OF PITTSBURGH RESIDENCY REQUIREMENT

This position does not have a residency requirement.