

## **POSITION TITLE**

Deputy Superintendent

## **JOB DESCRIPTION SUMMARY**

Under the direction of the **Superintendent**, the **Deputy Superintendent** provides executive leadership to ensure that Pittsburgh Public Schools' operational and instructional systems, resources, and processes are strategically aligned to advance student achievement and organizational excellence. The Deputy Superintendent serves as the Superintendent's chief integrator, responsible for ensuring cohesion between academic priorities and district operations.

This role provides leadership across both instructional and operational divisions, ensuring that teaching and learning priorities are supported through effective management of people, resources, facilities, technology, and data. The Deputy Superintendent oversees and integrates the work of key executive leaders, including but not limited to the Chief of Human Resources, Chief of Finance, Chief of Operations, Chief of Technology, Chief of Data, Research, and Evaluation, Assistant Superintendents and designated academic leadership.

The Deputy Superintendent serves as a key member of the Executive Cabinet and is accountable for advancing districtwide initiatives, including instructional improvement, operational effectiveness, school reconfigurations and facilities plannings. This position ensures that operational decisions directly support academic goals, equitable access, and improved student outcomes across the district. The Deputy Superintendent acts on behalf of the Superintendent, as delegated, and serves as a strategic thought partner in the planning, implementation, and monitoring of the District's strategic priorities.

## **WORK MONTHS**

12

## **ESSENTIAL FUNCTIONS**

1. Provide vision, leadership, oversight, and accountability to ensure instructional and operational departments function cohesively in direct support of the District's academic priorities and strategic plan.
2. Partner closely with academic leadership to ensure alignment between operational systems and teaching and learning needs at the school and District levels.
3. Support the Superintendent in developing and implementing the District's strategic direction, with a focus on instructional excellence, operational efficiency, equity, and student outcomes.
4. Serve as the Superintendent's designee, acting on behalf of the Superintendent as assigned.
5. Directly hire, supervise and evaluate the performance of the Chief of Human Resources, Chief of Finance, Chief of Operations, Chief of Technology, and Chief of Data, Research, and Evaluation.
6. Establish clear expectations, goals, and accountability structures for departments-to ensure progress toward District priorities.
7. Foster collaboration across instructional and operational departments to eliminate silos and strengthen integrated service delivery to schools.
8. Build leadership capacity among executive team members to strengthen organizational effectiveness.
9. Ensure the design and implementation of efficient, effective, and sustainable systems and

processes that support schools and central office operations.

10. Oversee large-scale initiatives and cross-functional projects that impact multiple schools, departments, and stakeholders.

11. Ensure that fiscal, human capital, facilities, and technology resources are aligned and optimized to support student learning.

12. Lead and oversee implementation of districtwide operational initiatives and improvement strategies.

13. Lead and oversee the development, execution and implementation of the District's Future Ready Facilities Plan or similar initiatives; ensuring that the decisions are informed by enrollment trends, instructional needs, data, equity considerations, and long-term sustainability.

14. Collaborate with internal and external stakeholders to manage complex facilities initiatives with transparency and strategic intent.

15. Leverage data, research, and performance management systems to monitor key benchmarks and indicators related to organizational performance and student achievement, informing decision-making to improve efficiency, effectiveness, and student outcomes.

16. Establish accountability structures to monitor operational effectiveness and instructional outcomes.

17. Ensure continuous improvement processes are implemented across schools and departments.

18. Ensure operational strategies and resource allocations support the District's equity goals and contribute to closing opportunity and achievement gaps.

19. Promote culturally responsive practices and inclusive decision-making across all schools and departments.

20. Establish structures and processes that prioritize support for underperforming students and schools.

21. Provide strategic guidance and leadership to support Superintendent priorities and Board goals.

22. Participate as an active member of the Executive Cabinet, collaborating with central office leaders to advance District-wide initiatives.

23. Build strong relationships with internal and external stakeholders, including school leaders, staff, families, community partners, and governing bodies.

24. Other relevant duties as assigned by supervisor in support of the department's or school's goals and objectives and the District's mission and Superintendent's Priority Goals.

## **EDUCATION REQUIRED**

· Master's degree from an accredited institution in one of the following or a closely related field:

Educational Leadership or Administration; Public Administration; Business Administration; Organizational Leadership; Human Resources, Operations Management. Doctoral degree preferred.

## **CERTIFICATION/LICENSURE REQUIRED**

Superintendent's Letter of Eligibility

## **YEARS OF EXPERIENCE**

- Minimum of 10 years of progressively responsible leadership experience.
- Experience in large, urban school districts or similarly complex organizations preferred.
- Executive-level leadership experience strongly preferred.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Demonstrated experience leading large-scale educational or organizational improvement efforts.
- Experience leading both instructional and operational functions in a complex organization.
- Proven ability to lead through change, manage complexity, and establish credibility with diverse stakeholders.
- Demonstrated ability to align operations with instructional priorities.
- Strong analytical and problem-solving skills with attention to detail.
- Strong leadership skills with experience supervising senior-level leaders and building organizational capacity.
- Demonstrated ability to analyze, interpret, and apply data to inform strategic decisions and goal setting.
- Strong project management skills, with the ability to prioritize, delegate, and manage multiple initiatives simultaneously.
- Strategic and analytical thinking with a solutions-oriented, problem-solving mindset.
- Excellent oral, written, and interpersonal communication skills.
- Experience working effectively with diverse communities and stakeholders.
- Knowledge of urban school systems and the diverse cultures and backgrounds represented by the District's population.
- Deep understanding of school district operations, including finance, human resources, facilities, technology, and data systems.
- Experience aligning operational functions with instructional priorities.
- Strong understanding of performance management and continuous improvement systems.
- Ability to influence, collaborate, and lead across departments without direct authority.
- High level of professionalism, sound judgment, and discretion.
- Technology proficiency, including Microsoft Office Suite (Word, Excel, PowerPoint) and related software applications.
- Enthusiastic about the fundamental goal of advancing student achievement in an urban public-school district.

- 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.*

This is a senior executive position requiring strategic thinking, high-level collaboration, and accountability for districtwide outcomes. Evening meetings, extended hours, and community engagement is required.

### **CITY OF PITTSBURGH RESIDENCY REQUIREMENT**

This position requires individuals to live within the territorial boundaries of the School District of Pittsburgh. If hired for this position, you will be required to establish residence within three calendar months of your hire date with Pittsburgh Public Schools.