Assistant Superintendent for
Instructional Leadership
Office of Superintendent

At the Pittsburgh Public Schools (PPS), we aspire to be one of America's premier school districts: student-focused, well-managed, and innovative. Working at PPS represents a unique opportunity to be at the forefront of innovation.

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.

Reports To:
Superintendent

Salary:
Annual base salary of $132,000, with the opportunity to earn an annual performance increment of up to $2,000 as well as an annual achievement bonus of up to $10,000.

FLSA Status: Exempt?

Qualifications:
Candidate must be committed to continuous improvement with the fundamental goal of advancing student achievement in an urban public school district. In addition, we are seeking candidates with the following educational and experiential requirements and knowledge, skills, and abilities:

- Pennsylvania Department of Education-issued Superintendent’s Letter of Eligibility;

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

- 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;

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

- 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.

- Individuals who value, demonstrate, and promote diversity, equity, and inclusion are preferred candidates for PPS vacant positions.

- 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.

### Residency Requirements
No Residency Requirement

### Essential Job 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 deemed necessary and/or assigned by Deputy Superintendent or designee.

The Pittsburgh Public Schools (PPS) does not discriminate on the basis of race, color, age, creed, religion, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability in its programs, activities, career and technical education programs or employment and provides equal access to the Boy Scouts and other designated youth groups. It is the policy of the Pittsburgh School District to make all services, programs and activities available and to provide reasonable accommodations to persons with disabilities. Please make requests for accommodations at least 72 hours before the scheduled event. For more information regarding accommodations, civil rights grievance procedures, please contact Employee Relations, Office of Human Resources, 341 S. Bellefield Ave, Pittsburgh, PA 15213 or 412-529-HELP (4357).