

Forest Hills School District

Vacancies April 3, 2017

Director of Education – Application Deadline: April 21, 2017

Full-time 12-month position beginning for the 2017-2018 school year – start date to be determined.
Enrollment approximately 1900 students in grades Pre-K through 12.

Salary: \$80,000 - \$95,000 depending on experience.

Qualifications: A master's degree or higher (Curriculum and Instruction preferred); six years of successful teaching experience, with not less than three years of administrative or supervisory experience; and a valid Letter of Eligibility for the Superintendent's Commission.

Full job description available on the Forest Hills School District website.

Candidates are to submit an Administrative Application (available at www.fhrangers.org), with a letter of interest, resume, credentials, PA certificate, transcripts, current Act 34, 151, 114, and 168 clearances, and at least five professional letters of recommendation.

All applications should be submitted to:

Mr. Edwin L. Bowser, Superintendent
Forest Hills School District
PO Box 158
Sidman PA 15955

Director of Education

- Qualifications: A master's degree or higher (Curriculum and Instruction preferred); six years of successful teaching experience, with not less than three years of administrative or supervisory experience; and a valid Letter of Eligibility for the Superintendent's Commission
- Reports to: Superintendent of Schools
- Supervises: All professional, administrative, and support personnel of the Forest Hills School District
- Job Goal: To insure that each elementary and secondary student is provided with the richest and most comprehensive educational experience where each student is college and/or career ready
- Terms of Employment: A twelve-month work year; salary and fringe benefits as established by the Board of School Directors
- Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel
- I. General All administrative positions in the Forest Hills School District, regardless of title or responsibility, require the effective use of certain administrative/ managerial skills, regardless of the position held. The proper use of these basic administrative/ managerial skills is essential for the most effective and efficient operation and management of the school district. These common skills include: work attitude; professional judgment; planning ability; leadership skills; professional skills; ability to delegate responsibility; ability to work with others; use of time; ability to cope with stress; use of resources; ability to adapt to change; ability to resolve conflicts; ability to control job responsibilities; loyalty to the organization; task completion and contribution to the total effort
- II. Performance Responsibilities
- 1 Attends Board and Committee meetings and prepares such reports for the Board as the Superintendent may request
 - 2 Conducts analyses of instructional programs and materials, and works to assure that courses are designed with adequate attention to scope, sequence and alignment of Pennsylvania Core Standards and Pennsylvania Academic Standards
 - 3 Keeps abreast of developments in curriculum and instruction, and furnishes leadership in determining their appropriateness for inclusion in the District's educational program
 - 4 Interprets the curriculum and its philosophy to the Board, the administration, the staff, and the general public, keeping abreast of developments in curriculum and instruction, and providing leadership in determining their appropriateness for inclusion into the District's educational program and professional development scope and sequence
 - 5 Assists the superintendent in the planning and implementation of effective programs of supervision and evaluation of tenured and non-tenured instructional personnel for purposes of retention, dismissal, or placement on tenure

- 6 Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools
- 7 Provides general supervision to Special Education Supervisor, building administrators, network administrator, department chairpersons, and Federal Programs coordinator
- 8 Assumes a leadership role in developing curriculum for any course newly mandated by the legislature or the Board
- 9 Assists the Superintendent and Business Manager in the preparation of the Annual Budget, with specific responsibility for the curriculum, instruction, and assessment portions
- 10 Assists the Superintendent in the maintenance and preparation of all reports for school district child accounting (PIMS)
- 11 Coordinates Department Chairperson meetings, and works with principals and teacher committees in organizing and coordinating grade level and department meetings, in order to effect horizontal and vertical continuity and articulation of instructional programs throughout the District
- 12 Assists building administrators with recruitment, screening, and interviewing of prospective instructors, and recommends to the Superintendent the person(s) best qualified
- 13 Serves as District coordinator for the Comprehensive Plan and all its components
- 14 Serves as the District English as a Second Language coordinator, homeless liaison, migrant worker liaison, and the District Compliance Officer
- 15 Serves as grant coordinator and assists in identifying and securing grant funding for school programs to assist in the attainment of the school district's educational goals, and writes proposals for competitive grant monies, when available, for curriculum, technology and instructional programs, and coordinates any funded grants
- 16 Maintains a current curriculum manual to show graduation requirements, approved courses, credits required, and any pertinent information useful to students and staff
- 17 Maintains a curriculum library for staff use
- 18 Assists the Special Education Supervisor in coordination of the District paraprofessional highly qualified status process and arranges for appropriate professional development activities
- 19 Serves as Acting Superintendent in the absence of the Superintendent
- 20 Performs such other tasks and assumes such other responsibilities as the Superintendent may assign

Modified 3-31-2017