



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

**We Dream Big.  
We Work Hard.  
We Promise.**

**Superintendent Assistant  
Office of the Superintendent  
1 Position Available**

## **Superintendent Assistant Office of the Superintendent**

<b>Reports to:</b>	Superintendent
<b>Grade:</b>	Level 1, Support Exempt - \$48,566-58,829
<b>FLSA Status:</b>	Exempt
<b>Residency:</b>	City of Pittsburgh residency required
<b>Posting Date:</b>	January 22, 2010 – until filled

### **Job Goal:**

The Superintendent Assistant is responsible for coordinating and managing projects for the Superintendent's Office. A primary function of this role will be to ensure timely and appropriate communication with the Superintendent's Executive Cabinet.

### **Qualifications:**

A Bachelor's degree is required. Previous work experience in education or public sector is preferred. Must demonstrate prior successful experience in managing projects and/or providing technical support in the execution of project deliverables. Additional qualifications include computer proficiency, especially with Word, Excel, and PowerPoint; proven ability to interact with a diverse group of stakeholders who represent various interests at all levels; and excellent interpersonal and writing skills allowing for successful service to stakeholders. Managerial, analytical, and organizational skills are also necessary in order to efficiently complete projects and resolve problems both independently and with other staff. Must be available and willing to work non-traditional schedule, including weekends and evenings if necessary.

### **Competencies:**

**Communication** – Superior strength in effectively corresponding with a variety of stakeholders in all modes of written and oral communication.

**Computer** – Proficiency in Microsoft Word, Excel, PowerPoint and Access with the ability to quickly learn new software.

**Research** – The ability to identify and utilize resources efficiently to assist in the completion of key projects and initiatives.

**Technical Proficiency** – The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

**Organizational Ability** – The ability and willingness to organize and utilize resources to identify opportunities for improvement and achieve results.

**Workflow Management** – The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

**Stakeholder Relations** - The ability and willingness to interact and communicate effectively with stakeholders.

**Essential Job Functions:**

1. Coordinate preliminary research for projects, initiatives, meetings and publications as needed, conducting secondary research when necessary;
2. Prepare documents and correspondence for various internal and external entities, such as reports, data and responses to inquiries;
3. Attend meetings as required, thoroughly documenting all discussion and action items and work with the Superintendent and/or Chief of Staff to ensure appropriate follow up steps are taken;
4. Design and implement an efficient and timely system of review with the Superintendent to ensure consistency and completeness of internal and external correspondence that needs to be written or that needs a response from the Superintendent's Office;
5. Keep track of accomplishments, milestones and events within the District and develop and deliver appropriate recognition from the Superintendent to key individuals and/or firms and/or organizations in a timely fashion;
6. Review the Superintendent's schedule through close collaboration with the staff of the Superintendent's Office and ensure that appropriate follow-up is executed for each calendar item. This includes ensuring that key participants are identified and prepped for subsequent meetings or correspondence, seeing that time is designated on the Superintendent's calendar for future meetings, coordinating relevant communications via letters, briefs, meetings, etc., and making sure that the Superintendent is briefed and otherwise prepared for follow-up meetings.
7. Develop and maintain a system for the Superintendent's Office identifying unresolved calendar items and ensuring that they are either properly resolved or eliminated;
8. Collaborate with the Superintendent and the Chief of Staff to develop plans and goals for proactive outreach to select external stakeholders and be responsible for ensuring that these goals are achieved on time at high levels of quality and systematic consistency.
9. Reviews incoming mail and electronic communications, responding to all and keeping a record of correspondence;
10. Brief the Superintendent, Chief of Staff, and other staff of the Superintendent's Office on all outgoing communication and fulfillment of information requests of the administrative offices and the Board;
11. Analyze the level and type of phone calls received in the Superintendent's Office to develop a plan for effectively managing and responding to them;
12. Assist the Superintendent with related tasks as requested.

**Physical Demands:**

This position is primarily sedentary in nature. Employee will be required to operate computer system for data entry, and have the ability to complete necessary paperwork. This position requires minimum physical effort and not subjected to Occupational Health and Safety risks.



**Work Environment:**

1. Indoors in busy office, working in close proximity to co-worker;
2. Frequently required to work at fast pace;
3. Requires considerable concentration and creativity.
4. Subject to stress caused by a changing environment, diversity in the organization, tight deadlines and work load.

**ADA:** The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**Application Instructions:**

All interested applicants must apply and attach an updated resume via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.

**Current PPS Employees, please apply using the link below:**

<https://apply.pps.k12.pa.us/internal>

**Outside Applicants (External), please apply using the link below:**

<https://apply.pps.k12.pa.us/external>

**Other Information:**

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities.

For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516.



## **More about the Pittsburgh Public Schools and our vision of *Excellence for All***

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at [www.empoweringpittsburghteachers.com](http://www.empoweringpittsburghteachers.com).

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.