

JOB DESCRIPTIONS FOR VACANCIES

ASSISTANT SUPERINTENDENT

Assistant Superintendent – Western Wayne School District (Wayne County) – Enrollment 1,900, Grades PreK-12 plus Early Intervention. Pennsylvania Letter of Eligibility required. Administration/Supervision experience and knowledge of standards, curriculum, instruction, assessment, staff development, policy, Title IX Coordinator, Affirmative Action Compliance Officer, Right-to-Know Officer, grant writing, and data quality control. Application; three letters of recommendation, current Acts 24, 24, 114, 151,168, and 126 clearances and transcripts.

MIDDLE SCHOOL PRINCIPAL

MIDDLE SCHOOL PRINCIPAL – PA Administrative Certificate K-12 required. Provide direction and evaluation of all staff members in the building, responsible for the overall physical plant, curriculum and the educational development of each student, perform various administrative tasks associated with the position. Application; three letters of recommendation, current Acts 24, 24, 114, 151,168, and 126 clearances and transcripts.

TECHNOLOGY SUPPORT SPECIALIST

Under the general supervision of the Director of Information Technology, the Technology Support Specialist is the primary point of contact for District faculty and staff seeking technical support. The technician is responsible for answering phone calls, e-mail messages and helpdesk requests directed to the Technology Department and providing in-person support and assistance in assigned buildings or as directed by the Director of Technology. The work is performed under the general supervision of Director of Technology, with technical assistance provided by other technology department staff. Associate Degree or Technical Degree required.