

# PINE GROVE AREA SCHOOL DISTRICT

## JOB POSTING

### ASSISTANT SUPERINTENDENT / ASSISTANT TO THE SUPERINTENDENT

#### **ABOUT THE POSITION:**

The Pine Grove Area School Board is accepting applications for the role of Assistant Superintendent/Assistant to the Superintendent at the Pine Grove Area School District. The position will be directly supervising the Transportation, Safety & Security, and Child Accounting departments and be involved in all curricular areas K-12. In so doing, s/he promotes the establishment of a high-quality, high-performing educational system providing safe and secure schools and high quality instructional leadership. The Assistant Superintendent/Assistant to the Superintendent makes regular reports to the Superintendent and the School Board and is generally responsible for the quality of the student services in the district.

#### **REPORTS TO:**

Superintendent

#### **TERMS:**

12 months, 240 days per year, Salary and Benefits as established by the Board

#### **TO APPLY:**

- Please submit a letter of inquiry, resume, transcripts, university credentials and three professional references to:
  - *Mrs. Brittney Harner*  
*Administrative Assistant to the Superintendent, School Board Secretary*  
*Pine Grove Area School District, 103 school Street, Pine Grove, PA, 17963.*
    - *Email:* [bharner@pgasd.com](mailto:bharner@pgasd.com)
    - *Website:* [www.pgasd.com/domain/45](http://www.pgasd.com/domain/45)

#### **POSITION REQUIREMENTS:**

- PA Administrative Certification and Superintendent's Letter of Eligibility or currently enrolled in a Letter of Eligibility Program of Study
- Master's degree in education required
- Experience in multiple areas of public education necessary, including elementary or secondary school instruction and administrative/supervision
- Transportation, Safety and Security, and Child Accounting experience is beneficial
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

#### **RESPONSIBILITIES:**

- To consult with the Superintendent, Business Administrator, Director of Special Education, Director of Curriculum & Instruction, Director of Technology and Building Principals in the preparation of the annual budget
- To serve as a thought partner with the Superintendent in developing meaningful change and pursuing continuous improvement
- To prepare and maintain accurate records and files
- To prepare clear and effective district reports
- To handle routine administrative matters effectively
- To oversee, lead, and move forward the Transportation, Safety & Security, and Child Accounting Departments.



## **PINE GROVE AREA COMMUNITY:**

The Pine Grove Area School District is located in Central Pennsylvania in the southwest corner of Schuylkill County; approximately 15 miles south of Pottsville and 20 miles north of Lebanon. The school campus (Pine Grove Elementary, Pine Grove Middle School and Pine Grove High School) is located on Route 443, 3 miles off Interstate 81, Pine Grove Exit 100.

The Pine Grove Area School District encompasses a 105 square mile area in Schuylkill County. The industrial base of our community is composed of a mix of farming, manufacturing and mining. The rolling farmland in our southern borders gives way to mountainous, rich anthracite coal lands on our northern tier. Pine Grove Area School District is unique in that geo-physically we encompass the end of the hard coal region and begin the lush farming lands associated with both Lancaster and Lebanon counties. This blend of mining and agriculture gives our school system a rural texture that equates to a low crime rate (safe schools), strong traditional values (excellent work ethic of teachers and students), and the availability of land for residential growth, (a large number of our residents commute to Harrisburg [35 miles] or Reading [30 miles] thereby creating an almost bedroom community effect in Pine Grove.

Over 1,700 students attend the three Pine Grove Area Schools. The percentage of economically disadvantaged families in our district is greater than 40%. There are 129 professional employees whose average salary is \$57,129 (2023). The District-wide and building level administrative staff is comprised of eleven administrators (Superintendent, Curriculum Instruction, Special Education, Technology, Business, Buildings and Grounds, High School Principal, Dean of Students, Middle School Principal, Middle School Assistant Principal, and Elementary School Principal). The District budget is approximately \$29.1 million (2024). Typically, over 58% of our graduates go on to degree-granting post-secondary institutions. The District has embarked on a successful school-to-work program that allows our students the ability to job shadow. Our JROTC program has a nationally acclaimed reputation. We have earned an honor unit with distinction designation in this program. We also have a very strong athletic program that supports teams in football, baseball, girls' softball, girls' and boys' basketball, girls' and boys' soccer, girls' and boys' wrestling, girls' volleyball, cross country, track, and unified bocce.

*Students and parents are assured that the Pine Grove Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by the Title VI, Title IX, and Section 504.*

***The Pine Grove Area School District is an equal opportunity employer***