

# Luzerne Intermediate Unit 18

## Job Description

### Assistant to the Executive Director for Curriculum and Instruction

**Program Goal:** Direct and Lead the Office of Professional Learning in all areas of teaching and learning in support of the intermediate unit goals, the goals of the member school districts and educational stakeholders throughout the region and the state.

**Qualifications:** A master's degree in educational leadership required, Doctorate preferred. Principal or Supervisor Certification required, building principal experience preferred. Excellent oral and written expression, organizational, and leadership skills. Ability to coordinate with internal and external stakeholders.

**Classification:** Act 93 – 12 months

**Reports To:** Executive Director

### Responsibilities

- Represent the Luzerne Intermediate Unit 18 at Pennsylvania Intermediate Unit Association Curriculum Coordinators.
- Regional district liaison regarding guidance, initiatives, and regulations as informed by the Pennsylvania Department of Education.
- Regional coordinator and communications for district curriculum leads and building administrators.
- Supervision of the team members in the Office of Professional Learning.
- Implementation of district supports related to K-12 teaching and learning with a focus on science, technology, engineering, and mathematics.
- Coordination and implementation of the following categories of the Pennsylvania Department of Education's Statewide System of Supports (SSoS):
  - Regional and IU lead for Academics in SSoS
  - STEM SSoS Point of Contact
  - STEM in PA Intergovernmental Agreement Point of Contact
  - Application, budget, and quarterly reporting of usage data
- Lead the Remake Learning Regional Team
- Provide technical assistance throughout the year regarding initiatives and provide follow-up activities and/or materials as needed to ensure implementation of exemplary practices.
- Create and deliver presentations to administrators and educators aligned with federal and state regulations, PDE initiatives, and research-based best practices.

- Collect and use data to fulfill PDE, IDEA, and federal requirements; monitor the effectiveness of training, technical assistance, and guided practice; and plan for program/service improvement.
- Support data teams and collaborate on interpreting data to inform career, instructional, curricular, and behavioral decisions.
- Lead and Oversee both Internal/External Comprehensive Planning Team.
- Schedules and Coordinate Intermediate Unit CORE Meetings.
- Accurately completes all required program documentation within the designated timelines.
  - eGrants for SSoS
  - FRCPP: Act 35
  - Other initiatives, as deemed necessary by the position supervisor.
- Coordination of Student Competitions and Programs
  - Chief Science Officer (CSO)
  - Knex STEM
  - Keystone Competition – STEM
- All other duties assigned by the Executive Director.

### **Basic Job Functions**

- Attend PaTTaN, PDE, and other meetings and training opportunities that enhance professional development. Attend workshops, conferences, and meetings, both locally and statewide, which require travel.
- Acquire and execute innovative grant opportunities.
- Customize professional development based on the needs of individual districts.
- Coordinate professional learning for school leadership, including the provision of Act 45 credit-bearing programming.
- Develop and maintain collaborative relationships with PDE staff, IU staff, initiative-area experts, school-district coordinators, and agency representatives.
- Attend staff meetings and other relevant IU18-sponsored meetings. Participate as a member and/or serve as a leader of various committees, councils, teams, and projects, throughout the school year.

### **Terms of Employment**

Salary and benefits are in accordance with the LIU18 Act 93 Contract.

**Application Requirements:** Interested Candidates must submit the following to Dr. Anthony Grieco, Executive Director at [tgrieco@liu18.org](mailto:tgrieco@liu18.org) no later than May 10, 2026:

Cover Letter, Resume, Current PA School Employment Clearances and (3) Letters of Recommendation