Allentown School District
Director of Science
Job Description

About Allentown School District

Allentown School District (ASD) is one of the largest K-12 districts in the Commonwealth of Pennsylvania, proudly serving approximately 16,700 students across 25 schools. Founded in 1828, the district is a dynamic, thriving and diverse place where over 25 languages are spoken. With a vision of being a learning community that cultivates positive relationships and offers rigorous and meaningful curricula, and a mission of meeting the unique educational needs of each student by igniting their passion for learning and fostering an academic culture, the 2,500 teachers and staff at ASD take pride in their central role in shaping the future by nurturing the minds of students through an unparalleled educational experience.

About the Director of Science

Reporting to the Executive Director of Teaching and Learning, the Director of Science is a key member of the district's instructional leadership team. The leader in this position provides comprehensive, district-wide leadership for science and STEM initiatives across all K–12 schools, ensuring that curriculum and instruction are aligned with the Next Generation Science Standards (NGSS) and Pennsylvania Standards in Science and Technology. The Director is a champion for high-quality science education and will equip educators with the tools, training, and curricular resources they need to drive student achievement and foster a culture of inquiry and academic excellence.

What You'll Do ("Key Responsibilities")

- Provide district-wide oversight for the implementation and continuous improvement of all science curricula, K–12, ensuring full alignment with the Next Generation Science Standards and Pennsylvania Standards in Science and Technology.
- Collaborate with the Director of Mathematics to develop a unified district STEM philosophy and ensure coherent integration of STEM programming across all grade levels.
- Partner with all departments to ensure rigorous science instruction, curriculum, assessment, and educational technology resources are seamlessly integrated from kindergarten through 12th grade.
- Collaborate with the Learning and Teaching Department and school leadership to plan and oversee professional development in science, including pre-service and in-service workshops at both the district and school levels.
- Coordinate with the Office of Talent Management in the screening, interviewing, and hiring of all science and STEM-related staff.
- Lead the development, writing, and submission of grant proposals and funding applications to support science and STEM programming.

- Prepare and deliver status reports and presentations for teachers, administrators, district office personnel, and the Board of School Directors on matters related to science curriculum and instruction.
- Collaborate with the Directors of Literacy and Mathematics in the supervision and evaluation of Supervisors of Instruction, supporting their work in science professional development and K–12 STEM curriculum integration.
- Assist the Executive Director of Teaching and Learning in preparing and monitoring science budget line items, and equitably distribute resource support across all schools.
- Maintain collaborative relationships with state and local education agencies and actively participate in higher education, business, and community advisory committees to advance science and STEM goals.
- Perform other duties as assigned by the Superintendent, Chief Academic Officer, Deputy Superintendent, or Executive Director of Teaching and Learning.

Skills You'll Need to be Successful ("Core Competencies")

Instructional Leadership and Content Expertise

- Ability to develop and execute district-wide implementation plans that drive measurable improvements in science instruction and student outcomes.
- Identifies and resolves problems in a timely and decisive manner, maintaining a consistent focus on quality and accuracy.
- Inspires and motivates educators to embrace high expectations for science learning and continuous professional growth.
- Comfortable taking initiative and leading change in a complex, multi-school urban district.
- Deep knowledge of K–12 science curriculum, the Next Generation Science Standards (NGSS), and Pennsylvania Standards in Science and Technology.
- Proven experience in STEM-related program development, implementation, and evaluation.
- Skilled in developing and delivering professional development that meaningfully improves classroom instruction.
- Ability to analyze student performance data and use findings to refine curriculum and instructional strategies.

People & Communication

- Manages sensitive staff situations with objectivity, professionalism, and discretion.
- Communicates clearly and persuasively with diverse audiences from classroom teachers to the Board of School Directors.
- Listens actively, solicits input, and adapts communication style to meet the needs of different stakeholders.
- Builds strong collaborative relationships across departments, schools, and external community partners.

Organizational & Strategic Thinking

- Manages budget responsibilities with precision, ensuring science and STEM resources are distributed accurately and equitably.
- Completes administrative tasks and reports correctly and on time, in alignment with all district policies and procedures.

- Connects departmental work to district-wide goals, ensuring science initiatives support the broader instructional vision of ASD.
- Prioritizes competing demands effectively and remains composed and focused under pressure.

Personal Character

- Works with integrity and sound judgment, maintaining confidentiality and treating all people with respect.
- Demonstrates persistence in overcoming obstacles and takes full ownership of outcomes.
- Approaches others with tact and cultural sensitivity, championing equity in all aspects of program design and resource allocation.
- Committed to ongoing professional growth and staying current with trends in science education, STEM, and educational technology.

Minimum Qualifications

- Masters Degree in Curriculum and Instruction, Educational Leadership or a related field; Doctorate preferred
- Hold a valid and current Pennsylvania Principal or Supervisory Certificate.
- Minimum of five (5) years of successful teaching experience.
- Experience in STEM related program development and implementation, including deep knowledge of Next Generation Science Standards and Pennsylvania Standards in Science and Technology
- Experience as a building level administrator (principal, assistant principal, supervisor of curriculum &
- instruction) preferred.
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
- Exceptional interpersonal skills and strong verbal and written communication skills.
- Ability to collect and analyze data to drive improvement.

Salary and Benefits

Salary range for this integral leadership position is $109,000 to $153,000 and commensurate with prior experience. In addition, a comprehensive benefits package will be included in the ultimate offer for the identified sole finalist. We look forward to discussing details with you as the interview process progresses.

How to Apply

Qualified candidates to submit a letter of interest tailored to this opportunity and a resume that clearly demonstrates the aforementioned qualifications to the application website.