Position Title: Superintendent of Schools
Department: District Office
Reports To: Board of School Directors
Prepared By: Director of Human Resources
Date: 7/1/14

SUMMARY: As chief executive officer of the Board of School Directors and a Commissioned Officer of the Commonwealth of Pennsylvania, the Superintendent is responsible for the effective operation of the school district and the implementation of school board policies. This responsibility includes the general administration of effective educational programs and services, efficient business operations, district projects, and all other district involvements. The Superintendent is responsible for advising and recommending actions to the Board of School Directors with respect to these activities, and for meeting the district goals established in consultation with the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

Principal Activities

The Superintendent is responsible for and has commensurate authority to accomplish the duties set forth below in accordance with both state requirements and district policies. The Superintendent may delegate partial or total responsibilities and activities together with proportionate authority for their fulfillment, but may not delegate or relinquish any portion of the accountability for results.

In each of the following areas, the Superintendent shall:

- Apprise the Board of School Directors on the condition of the district’s educational system and the academic progress made by its students.
- Provide for an effective flow of communication between the Board and the staff of the school district.
- Prepare the agenda for Board meetings.
- Provide to the Board of School Directors necessary and helpful facts, information, and reports needed for informed decision-making.
- Develop and recommend to the Board of School Directors the overall objectives of the district’s programs and services.
- Develop and recommend to the Board of School Directors long-range plans consistent with population trends, cultural needs, district facilities, and established goals and objectives.
- Develop and recommend educational policies to the Board of School Directors for their consideration and adoption and shall be responsible for the implementation of approved Board policies.
- Be responsible for the execution of all decisions of the Board of School Directors except when specifically assigned to others by law or Board action.
• Be responsible for the development and maintenance of sound plans of organization, effective educational programs and services, and well-defined practices and procedures for the Board of School Directors.
• Authorize the initiation, transfer, or curtailment of specific programs, projects, services, activities, or functions.
• Ensure that the district is staffed with competent people who are delegated authority commensurate with their preparation and ability and insure that appropriate professional development is provided for all employees.
• Authorize the appointment, promotion, transfer, retirement, or release of administrators in accord with Board policies and actions.
• Authorize the appointment, promotion, transfer, and retirement of certified and non-certified personnel in accord with Board policies and actions.
• As a result of Board action, authorize the dismissal of certified and non-certified personnel.
• Be responsible for the development, authorization, implementation, and maintenance of appropriate budgetary procedures and for the preparation and submission of the annual proposed budget.
• Be responsible for the security of all funds, physical assets, and property of the district.
• Initiate and supervise administrative procedures regarding the purchase and utilization of supplies, equipment, textbooks, and other materials. The Superintendent shall develop and implement effective building management procedures.
• Provide professional leadership to all district employees.
• Keep informed about modern educational thought and practices as well as apprised of current information relevant to the management of the district by advanced study, by visiting other school districts, by attending conferences, and by other appropriate means.
• Be responsible for the delineation of the responsibilities of the various divisions. The Superintendent shall provide leadership in the development of role definitions and job descriptions for various positions and in the establishment of clear lines of authority.
• Establish a system of accountability for principals.
• Establish and maintain liaisons with community groups that are interested or involved in the educational programs of the district.
• Establish and maintain liaison with other school districts, the Pennsylvania Department of Education, universities, and the U.S. Department of Education, and other appropriate agencies.
• Perform such tasks as assigned by the Board of School Directors.

Additionally, and according to the Public School Code of the Commonwealth, the Superintendent shall perform those duties specified and not rescinded, as well as all future enacted and prescribed duties.

**Primary Relationships**

A. **Board of School Directors** – The Superintendent shall:

• As the chief executive officer, be accountable solely to the Board of School Directors for the administration of the educational system and for properly fulfilling the Superintendent’s functions, responsibilities and authority, and relationships.
• Attend all meetings of the Board of School Directors and its committees.
• Represent the district as the chief executive officer in working with other school systems, professional organizations, social institutions, business firms, agencies of government, municipalities, and the general public.
• Report directly to the Board of School Directors, and as required, to all appropriate agencies of government.
• Act as reference agent for problems brought to the Board of School Directors.

B. Other

The Superintendent shall work with other Board of School Directors’ employees and advisors, including the solicitor, auditor, architect, attorneys, and consultants.

SUPERVISORY RESPONSIBILITIES:

A. District Office Staff – The Superintendent shall:

• Direct, supervise, mentor, and evaluate those who are directly responsible to the Superintendent for the operation of their various divisions.
• Direct the operations and activities of these administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating goals, objectives, plans, and programs; and provide advice, guidance, direction, and support.

B. School Principals

The Superintendent shall direct, supervise, and evaluate all other certificated administrators through their appropriate supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

Master’s Degree in Educational Administration or a related field. A doctorate is preferred. Must have strong leadership skills, communication skills and knowledge of current trends in education

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification for Superintendent (Superintendent’s Letter of Eligibility) and other such credentials as may be required by the Pennsylvania Department of Education

LANGUAGE SKILLS:
Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:**

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of School Directors policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*