

## Lower Merion School District

Policy No.:	302
Section:	ADMINISTRATIVE EMPLOYEES
Title:	EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT
Date Adopted:	11/71
Date Last Revised:	

### **302 EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT**

#### Board-Administration Responsibilities & Relationships

The Board of School Directors is responsible for the determination of policies, and upon the recommendation of the Superintendent, for the approval of the educational program and the approval of appointments and expenditures.

The Board of School Directors is responsible for the selection of its chief administrative and supervisory officer who is the Superintendent.

The Superintendent is designated to recommend and put into practice, subject to Board approval, plans for the development, operation and maintenance of the school plant and a program for interpreting to the public the purposes, practices, accomplishments and needs of the school system.

For the consideration of the Board, the Superintendent is responsible for preparing the operating budget.

Although accountable to the Superintendent, the Principal is the responsible head and professional leader in the development of the educational program and the improvement of instruction, in the school in which he is the Principal, and in interpreting the school to the community. All supervisory personnel and directors of instruction, whether members of the building staff or the central administrative staff, shall work with the Principal in the performance of their duties within his school.

#### Election of Superintendent & Assistant Superintendents (Act I, 1974)

##### Section 1073

Manner of Election or Approval. (a) The board of school directors of each school district, except in school districts of the first class, shall meet at its regular place of meeting during the last year of the term of the district superintendent or at any other time when a vacancy shall occur in the office of district superintendent, at an hour previously fixed by the board. The secretary of each board of school directors shall mail to each member thereof at least five days beforehand, a notice of the time, place and purpose of such meeting. At such meeting the board shall elect or approve a properly qualified district superintendent to serve a term of from three to five years from the first day of July next following his election or from a time mutually agreed upon by the duly elected district superintendent and the board of school directors.

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(b) At a regular meeting of the board of school directors occurring at least one hundred fifty (150) days prior to the expiration date of the term of office of the district superintendent, the agenda shall include an item requiring affirmative action by five or more members of the board of school directors to notify the district superintendent that the board intends to retain him for a further term from three (3) to five (5) years or that another or other candidates will be considered for the office. In the event that the board fails to take such action at a regular meeting of the board of school directors occurring at least one hundred fifty (150) days prior to the expiration date of the term of office of the district superintendent, he shall continue in office for a further term of similar length to that which he is serving.

Section 1076

Election of Assistant District Superintendents, Except in Districts First Class. Except in districts of the first class, assistant district superintendents shall be chosen by a majority vote of all the members of the board of school directors of the district, for a term of from three to five years upon the nomination by the district superintendent.