

SUPERINTENDENT POWERS AND RESPONSIBILITIES

Background

District superintendents in Pennsylvania are commissioned for a term of three to five years by the Secretary of Education upon request of a Certificate of Election by the local Board of School Directors (the "Board"). A Superintendent must be a person of good moral character, and must meet all eligibility requirements specified by all applicable laws and regulations.

The School Code specifies the qualification and length of term of superintendents. At a regular meeting of the Board occurring at least 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 to notify the Superintendent that the Board intends to return him or her for a further term of three to five years, or that another or other candidates will be considered for office. The School Code also provides that, in the event that the Board fails to take such action at a regular meeting of the Board occurring at least one hundred fifty (150) days prior to the expiration of the term of office, the Superintendent shall continue in office for a further term of similar length to that which he or she is serving.

Objective

The objective of this policy is to communicate certain of the key provisions of the School Code concerning superintendents, and to specify the key powers and responsibilities of the District's Superintendent as provided by law and as assigned by the Board.

Policy

The Superintendent is Mt. Lebanon School District's chief administrative and executive officer and shall function as the educational leader, giving direction leading to expansion and improvement of the total educational programs of the District's schools. The Superintendent shall have a seat on the Board and the right to speak on all matters before the Board, but not to vote.

The Superintendent shall recommend educational goals to the Board for approval, and initiate changes and improvements that will enable the achievement of these goals.

The Superintendent shall effectively and efficiently carry out the following duties:

- Assist the Board in carrying out its routine and legal functions;
- Provide the Board with adequate information for policy and decision-making;
- Develop, recommend and administer Board policies and administrative guidelines;
- Oversee the development of, recommend and administer the District's strategic plan;
- Allocate, utilize and evaluate staff;

- Allocate and utilize monetary and material resources within the budget as approved by the Board;
- Identify and direct the attainment of District priorities, goals and objectives;
- Encourage and facilitate the development of professional, technical and/or managerial knowledge, skills and talents of District personnel;
- Represent the District at meetings, conferences and functions in which the District has an interest and serve as a liaison when appropriate;
- Develop and maintain a network of efficient and timely internal and external communications; and
- Perform such other duties as may be specified by the Board.

Communication

This policy shall be communicated to:

1. All Staff
2. The Mt. Lebanon Community

Adopted January 16, 2006