

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: April 28, 2004

REVISED:

<p>1. Purpose SC 1001</p> <p>2. Authority SC 508, 1071, 1073, 1075, 1076, 1077, 2107</p> <p>SC 1073, 1077</p> <p>3. Guidelines</p> <p>42 U.S.C. Sec. 12101 et seq</p>	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.</p> <p>When the position of Superintendent or Assistant Superintendent becomes vacant, the Board shall elect a district Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given by the Board at least 150 days prior to the end of the term.</p> <p>The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members, the services of professional consultants, and the counsel of the retiring Superintendent.</p> <p>The Board shall seek applicants for the position of Assistant Superintendent by nomination of the Superintendent.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> <li>1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.</li> </ol>
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<p>SC 1002, 1003, 1078 Title 22 Sec. 49.172</p> <p>Pol. 104 P.L. 88-352 P.L. 92-318</p>	<ol style="list-style-type: none"> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> <li>3. Preparation of informative material describing the school district and its educational goals.</li> <li>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>5. Opportunity for applicants to visit the district schools, at the Board's invitation.</li> <li>6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</li> </ol> <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be borne by the school district.</p>
<p>SC 111 23 Pa. C.S.A. 6301 et seq</p>	<p><u>Employment</u></p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.</p> <p>No person shall be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p>
<p>SC 1073, 1076</p>	<ol style="list-style-type: none"> <li>1. Term for which employment is contracted, including beginning and ending dates.</li> <li>2. Salary contracted and the intervals at which it will be paid.</li> <li>3. Benefits to which the employee is entitled.</li> <li>4. Statement of the procedure to be followed and the consequences of termination or modification.</li> </ol>

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<p>SC 1004</p> <p>Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq</p> <p>42 U.S.C. Sec. 653a</p>	<p>5. Provision for extending the term of the agreement.</p> <p>6. Procedures for resolving misunderstandings or disagreements.</p> <p>7. Statement of mutually agreeable evaluation procedures.</p> <p>Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.</p> <p>After receiving an offer of employment but prior to beginning employment, a candidate shall be required to undergo a physical examination by a qualified professional mutually agreeable to the parties, as required by law. Such examinations shall be reasonably related to the duties the candidate will be required to perform, the cost of which shall be borne by the district.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
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