

LAMPETER-STRASBURG SCHOOL DISTRICT
Lampeter, Pennsylvania 17537

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall serve as the executive officer of the Lampeter-Strasburg School District, and shall be charged with the responsibility for implementing the policies of the Board. He shall prepare the agenda for each meeting; attend all meetings; and participate in all deliberations of the Board when such deliberations do not involve his employment. He shall have a seat on the Board of School Directors of the district, and the right to speak on all matters before the Board, but not to vote. Major responsibilities will be:

Administer the schools in conformity with the adopted policies of the Board and the rules and regulations of the State Department of Education and in accordance with the state law.

Recommend new policies to the Board and to act as advisor to the Board as it determines all its policies.

Develop administrative principles and procedures for implementing Board policies.

Supervise and direct activities of administrative personnel and other employees under his jurisdiction.

Provide educational leadership for the professional staff and establish effective communications with all staff members so that decisions affecting their interests and welfare may be made only after careful consideration has been given to their views, recommendations, needs, and grievances.

Recommend employees for appointment, election, demotion, transfer, or dismissal in accordance with the policies of the Board.

Assign personnel in accordance with Board policy.

Determine the adequacy of school plants for school and community needs and to make recommendations to the Board concerning such adequacy.

Keep permanent records of all professional employees which would include records of teaching certificates and areas of certification, recent ratings, recommendations, personal data and contracts.

Make available on a regular basis reports to the Board on conditions and needs of the school.

Order school closed during any emergency when student welfare would be endangered or when inclement weather would prevent a large percentage of students and teachers from attending.

Recommend for adoption all textbooks and supplementary instructional materials.

Coordinate the public relations program for the entire district.

Establish necessary rules, regulations, and procedures to insure the efficient operation of the district's schools.