

**UPPER ADAMS SCHOOL DISTRICT
SUPERINTENDENT
JOB DESCRIPTION**

Policy Statement:

The Superintendent of Schools is the chief administrative officer of the Board of Education and is responsible to the Board for the administration and organization and operation of the school district. Administrative responsibilities include all matters over which the Board of Education has authority.

The Superintendent is appointed by the Board of Education and shall be the professional advisor of the Board, the executive administrative officer of the schools, the leader of the staff, and the focal point of responsibility within the district according to the policies of the Board and the regulations of the Pennsylvania School Code. In functioning as the chief school officer, the Superintendent will organize an administrative staff that will permit the orderly and effective delegation of authority and responsibility for the purpose of planning, developing, implementing, administering and evaluating the various programs and activities of the school district.

Areas of Responsibility:

1. Implements applicable school law in accordance with the Pennsylvania Code, Regulations of the State Board of Education, and the Upper Adams School Board, observing sound educational practices.
2. Organizes the administrative, supervisory staff in a manner that will permit the effective and efficient achievement of the District's stated goals and objectives for education.
3. Accepts responsibility for all administrative and supervisory functions as they relate to the various operations of the school district.
4. Assists in the preparation of the agenda for each school board meeting. Attends all meetings and discusses all matters brought before the Board relative to the best interest and welfare of the school system.
5. Provides the Board of Education with an open communication of information and reports as a result of research and fact finding and where feasible, presents the administration's recommendations to the Board for their consideration.
6. Manages through responsible administrators and supervisors the administrative areas of: food service, maintenance, building and grounds, business management and transportation.

7. Recommends professional and non-professional staff appointments, promotions, transfers and terminations in accordance with the policies of the Board.
8. Through the cooperation of the administrative staff and the Board of Education Finance Committee, assumes the responsibility for the preparation of the tentative budget designed to finance the educational programs of the District.
9. Establishes controls of financial operation and management in order to insure the most efficient and effective use of school funds.
10. Conducts District needs assessments and prepares the educational specifications for additional building facilities and building renovation projects.
11. Develops administrative rules, regulations and procedures for implementing the policies adopted by the Board of Education.
12. Recommends for Board approval courses of study and curriculum offerings developed in cooperation with the administration and teaching staff of the District. Also recommends for adoption, the textbooks and supplementary instructional materials selected by professional personnel to implement the courses of study and curriculum.
13. Supervise all personnel immediately responsible to the Superintendent.
14. Maintains membership in all applicable local, state, and national organizations and attends such local, state and national conferences as are necessary for the improvement of overall educational leadership knowledge.
15. Assumes all responsibilities that are inherent in the acceptance of a commission as a chief school officer in the Commonwealth of Pennsylvania.
16. Develops and enhances a school-community communicative system which will keep the community aware and involved in the educational process in this district.

Rev: 12/07