

Williamsburg Community School District

Policy Guide

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT

ADOPTED: 12/16/86

REVISED: 10/15/96, 5/5/07

	302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT
1. Purpose SC 1001	The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Therefore, selection of a Superintendent is critical to the effective leadership and management of the district.
2. Authority SC 508, 1001, 1071, 1073, 1075, 1076, 1077	When the position of Superintendent becomes vacant, the Board shall elect a district 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.
SC 1073, 1077	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.
	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 and/or the services of professional consultants or the counsel of the retiring Superintendent.
	<u>Recruitment:</u>
	Recruitment procedures shall be prepared in advance of the search and may include the following:
42 U.S.C. Sec. 12101 et seq Pol. 104	Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.
SC 1002, 1003, 1078 Title 22 Sec. 49.41, 49.42	Preparation of written qualifications, in addition to applicable state requirements, for all applicants.

<p>20 U.S.C. Sec. 1681 et seq 42 U.S.C. Sec. 2000e et seq Pol. 104</p>	<p>Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</p> <p>Opportunity for applicants to visit the district schools, at the Board's invitation.</p> <p>Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</p> <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><u>Employment</u></p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</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>SC 1073, 1076</p>	<p>No person shall be employed as Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p> <p>Term for which employment is contracted, including beginning and ending dates.</p> <p>Salary contracted and the intervals at which it will be paid.</p> <p>Benefits to which the employee is entitled.</p>
<p>SC 1004</p> <p>Title 28 Sec. 23.43, 23.45 42 U.S.C.</p>	<p>Before entering the duties of the office, the 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, the candidate shall undergo a medical examination as required by law.</p>

Sec. 12101 et seq

Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

References:

School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1071, 1073, 1075, 1076, 1077, 1078, 2107

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.172

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.45

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

Federal Anti-Discrimination and Civil Rights Laws –

20 U.S.C. Sec. 1681 et seq. (Title IX)

42 U.S.C. Sec. 2000e et seq. (Title VII)

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

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