SUPERINTENDENT
JOB DESCRIPTION

JOB INFORMATION

TITLE: Superintendent

EMPLOYEE GROUP:	Administrative	**ADDITIONAL JOB CODES:** 101
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Full Time, 232 Days	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	District Administration Office	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt	
Last Edited On:	09/25/2017	Board Approval Date: 10/16/2017

ORGANIZATION

DEPARTMENT: Administration

REPORTS TO: Board of School Directors

JOB SUMMARY

Total responsibility for all areas. Chief Executive Officer of the Board.

QUALIFICATIONS

Possess a letter of eligibility for an administrative commission as Superintendent as validated by The Pennsylvania Department of Education.

Preferably have experience in elementary and secondary education or previous experience on the district administrative level.

Meet all other requirements as specified by the School Laws of Pennsylvania.

ESSENTIAL FUNCTIONS

SUPERVISORY/PERSONNEL RESPONSIBILITIES

a. Serve as the Chief Executive Officer under the direction and control of the Board.
b. Have supervision over all individuals/matters directly or indirectly affecting the operation of the school district.
c. Visit personally, as often as practical, the schools under his/her supervision to note the courses and methods of instruction, to give such directions in the art and methods of teaching as deemed expedient and necessary, and to report to the Board any observed deficiencies.
d. Attend school district functions as is determined advisable.

e. Monitor interviews for all recommended professional applicants; evaluate their qualifications; determine their eligibility for certification; and recommend qualified individuals to the Board in accordance with Board policies. In support of a thorough process, other supervisory personnel shall be consulted and be involved in the interview process.
f. Recommend employees for appointment, demotion, transfer, or dismissal in accordance with the policies of the Board.
g. Make all building assignments of all instructional personnel.
h. Supervise and direct the administrative staff.

ADMINISTRATIVE RESPONSIBILITIES

a. Develop administrative procedures to implement and execute for those Board policies requiring such procedures.
b. Administer the schools in conformity with the adopted policies of the Board and the rules and regulations of The Department of Education and in accordance with the School Laws of Pennsylvania.
c. Establish procedures and responsibility for the enforcement of attendance regulations and the issuance of work permits.
d. Facilitate the completion and submission of all reports and information requested by The Pennsylvania Department of Education and the Board.
e. Recommend an annual budget in cooperation with the Business Manager that is designed to serve the needs of the school district and present it for consideration by the Board.
f. Establish clear criteria for the Business Manager to administer the financial operations of the school district to ensure adherence to budget provisions and the wise use of school funds.
g. Establish procedures that allow administrators to recommend for purchase: equipment, books, and supplies that are appropriate to the purposes and needs of the school district.
h. Direct the revision of non-negotiable salaries within the financial ability of the school district and submit them to the Board for consideration.

CURRICULUM/INSTRUCTION RESPONSIBILITIES

a. Ensure that the Big Spring School District curriculum is taught as prescribed by the School Laws of Pennsylvania, Pennsylvania Department of Education regulations, and the local Board of School Directors.
b. Notify the Commonwealth Secretary of Education if the mandated curriculum is not being provided.
c. Maintain a reasonable degree of uniformity in curricular offerings throughout the schools according to grade level.
d. Develop a program of continuous curriculum improvement for all levels of instruction.
e. Assist in the planning and implementation of in-service programs throughout the district.
f. Recommend and submit to the Board for approval the planned courses of study and curriculum to be offered by the schools of the district.
g. Delegate specific opportunities to support the District's grant writing requirements as well as new grant writing opportunities.

RESPONSIBILITIES TO THE BOARD OF SCHOOL DIRECTORS

a. Serve as the Chief Executive Officer of the Board.
b. Serve as the professional advisor to the Board in all matters and to recommend appropriate school policies for its consideration.
c. Keep the Board fully informed about the school program.
d. Interpret the needs of the school district.

e. Prepare the Board agenda and supporting data and make it available in advance of all meetings.
f. Present his/her personal recommendations on all problems and issues considered by the Board.
g. Attend all meetings of the Board, including executive sessions, except at such specific times as when his/her own employment and/or salary may be under consideration or his/her presence may constitute a conflict of interest.

MISCELLANEOUS RESPONSIBILITIES

a. Develop and operate an effective program of school/community relations.
b. Take an active interest in community activities.
c. Keep informed of new developments in the field of education by reading, in-service training, and attendance at educational workshops and conferences.

WORK ENVIRONMENT

a. Office, schools, meeting areas

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for limited periods of time.
e. Moderate moving from 15 to 50 pounds.
f. Some carrying – up to 50 pounds.
g. Manual dexterity to use office equipment.
h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must appropriately handle confidential information as required by State and Federal regulations.
b. Must be courteous and able to effectively manage people.
c. Must be able to interact well with various publics and individuals.
d. Must be able to work as a manager and member of a team.
e. Must be cooperative, congenial and service-oriented, and promote these qualities in the department.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.

g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a department with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.

b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.

c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.