

## **AGREEMENT**

**THIS AGREEMENT** made this 22<sup>nd</sup> day of July, 2024, by and between **BOARD OF SCHOOL DIRECTORS OF THE WALLINGFORD-SWARTHMORE SCHOOL DISTRICT**, a Pennsylvania school district, with its principal offices located at 200 South Providence Road, Wallingford, Pennsylvania 19086 (hereinafter referred to as “District” or “Board”) and **DR. SHARON BADDICK** (hereinafter referred to as “Dr. Baddick” or “Assistant Superintendent”).

### **WITNESSETH:**

**WHEREAS**, at a meeting duly and properly called on the 22<sup>nd</sup> day of July, 2024, the Board, upon nomination by the Superintendent, did appoint Dr. Baddick to the office of Assistant Superintendent in accordance with the provisions of Sections 5-508, 10-1076, and 10-1077 of the Public School Code of 1949, as amended (hereinafter referred to as “School Code”);

**WHEREAS**, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing;

**NOW, THEREFORE**, the parties intending to be legally bound, and in consideration of the mutual covenants contained herein, agree as follows:

1. **Term of Assistant Superintendent.** The Board, in consideration of the promises herein contained, hereby accepts the employment of Dr. Baddick as Assistant Superintendent for a period commencing on August 19, 2024, and ending no later than June 30, 2029 (“Term”).

This Agreement shall terminate immediately upon the expiration of the Term, unless this Agreement is allowed to renew automatically in accordance with the Public School Code and as set forth below. Provided further, that if for any reason the Assistant Superintendent is no longer eligible, according to School Code and/or the Pennsylvania Department of Education to serve as Assistant Superintendent, this Agreement will terminate immediately.

a. In the event the Assistant Superintendent wishes to be reappointed at the end of the Term of this Agreement, she shall notify the Board President and Superintendent, in writing, on or before January 1, 2029, that she wishes to be reappointed by the Board.

b. The Board shall provide the Assistant Superintendent with written notice of its intent to renew, or not to renew, this Agreement beyond June 30, 2029, no later than ninety (90) days prior to the termination of this Agreement. If the Board fails to take public action on its intent to renew or terminate the Agreement with the Assistant Superintendent, the Term of this Agreement shall be automatically extended under the same terms and conditions one (1) time for a one (1) year period. At the conclusion of any renewal of this Agreement, the Term of this Agreement shall automatically terminate absent a separate agreement between the District and the Assistant Superintendent.

2. **Professional Qualifications.** The Assistant Superintendent covenants that she possesses all of the qualifications that are required by law to serve as Assistant Superintendent of Administration K-12 in the Commonwealth of Pennsylvania and that she will maintain the same throughout the Term and agrees to provide any documentation to evidence the same to the District, upon request. The Assistant Superintendent agrees to promptly notify the District if the foregoing representation and professional certification is no longer true and correct during any period during the Term. The Assistant Superintendent further agrees to subscribe to and take the oath of office before entering upon her duties in accordance with Section 1004 of the Public School Code.

3. **Duties and Responsibilities.**

a. During the Term, the Assistant Superintendent agrees to perform faithfully the duties of Assistant Superintendent in accordance with the provisions of the School Code and

rules, regulations, and directions of the Superintendent of Schools and the Board of School Directors and as more explicitly set forth in the job description, a copy of which is attached hereto, made a part hereof, and marked Appendix A.

b. The Assistant Superintendent shall devote her entire time, attention, energy, skill, and labor to her employment during her term of office under this Agreement; provided, however, that the Assistant Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations not inconsistent with the provisions of the School Code and the laws of Pennsylvania, provided that she shall have: (1) obtained the approval of the Board of School Directors and the Superintendent; and (2) the Board of School Directors and the Superintendent agree that the work on the part of the Assistant Superintendent will not materially interfere with the Assistant Superintendent's ability to act as Assistant Superintendent for the District.

c. The Assistant Superintendent agrees that she shall not engage in or have any direct business or financial ties to any persons or organizations doing business with the Wallingford-Swarthmore School District or employees of the District or Board Members. The Assistant Superintendent may attend appropriate professional meetings at the local, state, and national level at the expense of the District, provided such expenses are reasonable and the Assistant Superintendent secures the advance approval of the Superintendent where an overnight stay is required. The Assistant Superintendent may join appropriate professional organizations at the expense of the District, assuming preapproval of the Superintendent.

d. The Assistant Superintendent shall not have any financial interest, direct or indirect, in the sale or adoption of any books or the sale to or the lease by the District for any supplies, equipment, or services.

4. **Annual Salary.** The Board of School Directors and the Assistant Superintendent agree to the following:

a. **Base Compensation.** The Assistant Superintendent shall be compensated at the base rate of Two Hundred Thousand Dollars (\$200,000.00), prorated to reflect less than a full year of service during the 2024-2025 school year, less legally required withholdings, payable in biweekly installments.

b. **Salary Increase.** The Assistant Superintendent's annual salary adjustment for the 2025-2026, 2026-2027, 2027-2028, and 2028-2029 school years shall be effective as of July 1 of such school years, and according to the Assistant Superintendent's evaluation applicable for the immediate prior school year, as follows:

<b><u>Rating of Assistant Superintendent for the immediately preceding school year</u></b>	<b><u>Amount of base salary increase as of July 1 each year</u></b>
Needs Improvement or Failing	No salary increase.
Proficient or Distinguished or no evaluation issued on or before September 30 for the immediately preceding school year	3% increase over the prior school year, so long as she remains proficient or distinguished for the year in question.

c. Should the Assistant Superintendent receive less than a proficient rating on the performance evaluation, the Assistant Superintendent shall not be entitled to a compensation increase.

d. Any adjustment in salary made during the Assistant Superintendent's Term of office under this Agreement shall be considered as an amendment to this Agreement; provided, however, that such adjustment shall not be construed as the entering into a new Employment Agreement between the District and the Assistant Superintendent, nor that the

termination date of the existing Agreement has been extended. Otherwise, Dr., Baddick shall not be entitled to any salary increases during the term of the Agreement.

5. **Evaluation.**

a. The Superintendent shall evaluate, in writing, the performance of the Assistant Superintendent at least once a year during the Term of this Contract, no later than June 30 of each year, unless the parties mutually agree in writing on another date for the annual evaluation. The evaluation instrument to be utilized will be that entitled “Evaluation Form – Assistant Superintendent,” which will be used throughout Dr. Baddick’s employment in the District. At any time, the Assistant Superintendent may request a meeting with the Superintendent to discuss modifications or changes to the evaluation indicators in the instrument, with the understanding that those changes will be predicated on additional information pertaining to changes or additions to her assigned responsibilities. Any changes made will be at the sole discretion of the Superintendent. In the event the Superintendent determines that the performance of the Assistant Superintendent is unsatisfactory or failing in any respect, it shall describe in writing, in reasonable detail, the specific instances of unsatisfactory or failing performance. A copy of the written evaluation shall be provided to the Assistant Superintendent. The Assistant Superintendent shall have the right to make a written response to the evaluation. The Superintendent’s evaluations and Assistant Superintendent’s response(s) shall be totally private and in no manner become public knowledge or conversation, except as otherwise expressly required by state or federal law.

b. The Assistant Superintendent shall be evaluated on a distinguished (“*exceeds expectations*”), proficient (“*meets expectations*”), needs improvement, or failing methodology as follows:

i. *Distinguished*. Distinguished means that the performance is clearly outstanding; the performance is superior, far exceeding expectations; or that performance is exceptional on a regular or continuity basis. The Assistant Superintendent shall far out perform relative to minimum expectations.

ii. *Proficient*. Proficient means that the Assistant Superintendent is adequately performing all functions within the role, meeting or occasionally exceeding expectations; performance is adequate, meeting occasionally exceeding standards or expectations generally associated with performance.

iii. *Needs Improvement*. Needs improvement means that the Assistant Superintendent periodically fails to meet expectations associated with assigned tasks, targeted goals, or professional competencies; performance is less than adequate on a periodic basis or frequent basis. The Assistant Superintendent may be developing within the position, but needs to improve to be considered proficient.

iv. *Failing*. Failing means the performance is below acceptable levels; that it fails to meet most expectations associated with the role of the Assistant Superintendent. Substantial professional improvement is needed before the Assistant Superintendent can be considered proficient in the role.

c. The Superintendent and Dr. Baddick hereby mutually agree that objective performance standards will be developed for each school year in question applicable to the Assistant Superintendent for her evaluation. The Superintendent and Dr. Baddick hereby mutually agree to the objective performance standards that are attached hereto as Appendix B for the first school year that is, July 1, 2024, through June 30, 2025. (***NOTE: These goals may be***

*revised or adjusted, depending on priorities or needs within the District, as determined by the Superintendent and Assistant Superintendent collaboratively.)*

d. The parties agree to review the objective performance standards in Appendix B and shall mutually agree in writing on any modifications to the objective performance standards no later than August 31, 2024. These objective performance standards may include measures, such as student growth and achievement; organizational and resource management; communication and community relations; professionalism; and any other mutually agreed upon objective that will be modified and updated for each school year over the Term of this Agreement.

e. The key performance indicators under each objective performance standard will undergo an annual review by the Superintendent. Modifications may be made by mutual agreement of the Superintendent and Assistant Superintendent to address the current nature of challenges, issues, and needs facing the District. The assessment of both performance and goals shall result in an overall rating of failing, needs improvement, proficient, or distinguished. The District shall post the mutually agreed upon objective performance standards on the District website and shall also annually post the date of assessment and whether or not the Assistant Superintendent met the agreed upon objective performance standards and goals.

6. **Benefits Package.**

a. Unless otherwise specified in this Agreement, Dr. Baddick shall be entitled to the fringe benefits as are applicable and made available to the District's Principals, Assistant Principals, Directors, Supervisors, and Miscellaneous Positions as set forth in the District's Act 93 Compensation Plan pursuant to Section 11-1164 of the Public School Code, as amended ("ACP"). Should the ACP be amended during the Term of this Agreement, the fringe

benefits contained in the ACP shall be applicable to Dr. Baddick of the effective date of the amendment, unless otherwise stated in this Agreement. Unless otherwise indicated, per diem payments shall be calculated based upon a 260-day work year.

i. It is understood, however, that even though Dr, Baddick's benefits package is linked to the ACP, the following provisions will not be applicable in the ACP to Dr. Baddick:

- (a) Term.
- (b) Act 93 Administrators' Starting Salaries and Salary Ranges.
- (c) Rate of Compensation.
- (d) Sabbatical Leave or Professional Development Leave Option.
- (e) Meet and discuss.
- (f) Plan Amendment.

b. **Technology.** Notwithstanding any modification to the ACP, Dr. Baddick shall be entitled to receive a smartphone mobile phone device and a laptop computer, both of which will have wireless capabilities and related service and data plans to be used for official business purposes in accordance with District policy.

c. **Expense and Mileage Reimbursement.** Notwithstanding any modification to the ACP, the District shall fully reimburse the Assistant Superintendent for all reasonable expenses incurred by the Assistant Superintendent in the discharge of her duties, upon proper documentation submitted to the Business Administrator of the District and approved by the Superintendent. This shall include reimbursement for mileage associated with the use of the Assistant Superintendent's private vehicle in the performance of the Assistant Superintendent's

duties, which said reimbursement shall be based on the current mileage allowance as established by the Internal Revenue Service (“IRS”), as the same may be changed or modified from time to time by the IRS. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

d. **Moving Expenses.** The Assistant Superintendent will be entitled to a one-time reimbursement for up to Seven Thousand Dollars (\$7,000.00) of moving expenses associated with moving to a location from South Carolina to the Commonwealth of Pennsylvania, or such other location that the District and the Assistant Superintendent may agree, under the following terms and provisions:

i. The Assistant Superintendent will have to complete the move and submit the reimbursement request on or before December 31, 2024.

ii. The moving expenses shall be itemized and submitted on receipts that would be preapproved by the Business Administrator and the Superintendent.

iii. Such moving expenses shall be limited to expenses charged by a moving company or moving hauler of the Assistant Superintendent and the Assistant Superintendent’s family’s personal property.

e. **Professional Development and Dues.** The District agrees to pay for membership dues and fees to professional associations to permit Dr. Baddick to have relevant and significant opportunity for professional development with organizations that could provide Dr. Baddick with information and methodologies that will improve the quality of education in the District, as well as membership in community organizations that help foster the community and District partnership for the delivery of education. The Assistant Superintendent shall select her professional associations and community organizations, which shall be specifically approved

by the Superintendent, which will not be unreasonably withheld. Such professional development and membership dues and fees under this paragraph shall be subject to a maximum amount of \$7,500.00 per school year. Such professional development shall include, but not be limited to, participation in appropriate professional meetings and conferences at the local, state, and national levels, as well as reasonable expenses for such attendance.

7. **Waiver of Right of Sabbatical Leave.** The Assistant Superintendent waives any rights that she may have to a sabbatical leave for professional development; provided, however, the Assistant Superintendent does not waive her right to a sabbatical leave for restoration of health pursuant to the Public School Code.

8. **Loyalty.** The Assistant Superintendent shall devote all of the Assistant Superintendent's time, attention, knowledge, and skills solely and exclusively to the business and interests of the District, provided, however, that the Assistant Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties so long as she complies with the requirements of Section 3(b) of this Agreement.

9. **Election as Assistant Superintendent.** The Assistant Superintendent's election as Assistant Superintendent by the Board of School Directors is subject to the provisions of the Public School Code and its amendments thereto.

10. **Compensation Obligations.** The obligation of the District to compensate the Assistant Superintendent during the Term shall be subject to the provisions of law, unless terminated by the Assistant Superintendent by way of written resignation or by way of removal of the Assistant Superintendent in accordance with the law.

11. **Separation from Employment.** In the event that the Assistant Superintendent seeks to resign or separate the Assistant Superintendent's employment with District for any

reason other than death, illness, disability, or retirement permanently from public service in the Commonwealth of Pennsylvania, the Assistant Superintendent shall give the Superintendent and Board of the District at least ninety (90) days' written notice in advance of the employment severance date. The failure of the Assistant Superintendent to give such required written notice shall cause the Assistant Superintendent to lose any entitlement to any unused vacation days, other payments, benefits, or any other entitlement to be paid upon employment separation whether it be through Board policy or pursuant to the ACP adopted pursuant to Section 11-1164 of the Public School Code, as amended.

12. **Termination.**

a. **Complete or Partial Disability.** In the event that Assistant Superintendent is: (1) unable to perform the Assistant Superintendent's essential duties of her position under this Agreement, with or without a reasonable accommodation, due to her complete disability; or (2) unable to perform the Assistant Superintendent's essential duties of her position under this Agreement, due to her partial disability; or (3) unable to perform the essential duties of her position under this Agreement, with or without a reasonable accommodation, at various time because she is completely disabled and at other various times, because she is partially disabled as provided above, the Board shall have the options provided in this Paragraph. Prior to the Board being able to exercise its options hereunder, the Assistant Superintendent's complete disability, partial disability, or combination thereof shall continue for a period exceeding ninety (90) consecutive days during which the Assistant Superintendent would otherwise be required to perform services but for any leave, vacation, or similar days (irrespective of how many leave, vacation, or similar days Assistant Superintendent has or may actually accumulate or use). Following the Assistant Superintendent's exhaustion of all other

leave to which she is entitled, in the event of the Assistant Superintendent's continuing complete disability, partial disability, or combination thereof, as provided herein, the Board shall have the option of either terminating the employment of the Assistant Superintendent consistent with the provisions set forth in the Public School Code or of reducing Assistant Superintendent's salary and duties to a level commensurate with the Assistant Superintendent's remaining abilities, if any. In the event that the Assistant Superintendent disagrees with the Board's option of terminating the employment of the Assistant Superintendent, the Assistant Superintendent shall have all of the rights afforded to her under Section 1080 of the Public School Code, 24 P.S. §10-1080. In the event that the Assistant Superintendent disagrees with the Board's option of the extent of the reduction in salary and duties to a level commensurate with the Assistant Superintendent's remaining abilities, the Assistant Superintendent shall have the right to demand arbitration for solely this purpose pursuant to and consistent with the rules of the American Arbitration Association and shall be responsible for any filing fees associated with initiating such arbitration. The American Arbitration Association rules pertaining to employment-related matters pursuant to employment agreements shall apply and the venue of any such arbitration proceeding shall take place at the principal offices of the District.

b. **Period of Disability.** The parties agree that, insofar as this Agreement is concerned, the period of disability shall be deemed to have started as of the first day of disability when the Assistant Superintendent is unable to perform her essential duties and/or job functions under this Agreement with or without reasonable accommodation due to her disability as defined herein irrespective of when it is finally determined that the disability for purposes hereof exists.

c. **Intermittent Disability.** Any complete disability, partial disability, or combination thereof which should occur for more than ninety (90) consecutive days within any

twelve (12) month period shall be treated, for the purpose of these provisions, as though it was a continuing disability rather than a new disability.

d. **Salary.** This paragraph shall not be construed to require the Board to pay any salary to Assistant Superintendent beyond the accumulated sick leave, disability leave days, vacation days, or other leave days of Assistant Superintendent, which may be used by Assistant Superintendent during any disability, when the Assistant Superintendent is unable to perform the essential functions of her position, with or without reasonable accommodation. After such leave days are exhausted, the Board shall not be obligated to make any payment of salary to Assistant Superintendent in the case of complete disability as provided for herein. In the case of partial disability, the Board shall have the right to reduce Assistant Superintendent's salary, subject to the Assistant Superintendent's right to arbitrate set forth herein to a level commensurate with the remaining abilities of Assistant Superintendent.

e. **Meaning of Disability.** For the purpose of this Paragraph, the term "disability" shall be defined as disability is defined by the Americans with Disabilities Act of 1990, as amended ("ADA"). In the event any dispute shall arise as to whether Assistant Superintendent is a qualified individual with a disability as defined by the ADA, such question shall be resolved by a three-member board to consist of: (1) physician representative named by each of the parties; and (2) a third physician member to be appointed by the two representatives so named. The majority vote of the three-member board shall be binding upon the parties.

13. **Preservation of Other Legal Rights.** Nothing in this Agreement shall be deemed to constitute a waiver of the Assistant Superintendent's rights pursuant to the Americans with Disabilities Act, the Family and Medical Leave Act, the Pennsylvania Human Relations

Act, the Pennsylvania Workers' Compensation Act, the Public School Code, or any federal or state law governing disability.

14. **Death During Employment.** If the Assistant Superintendent shall die during the Term of employment, the Board shall pay to the surviving spouse or if no surviving spouse to the estate of the Assistant Superintendent the compensation which otherwise would be payable to the Assistant Superintendent up to the end of the month in which the Assistant Superintendent's death occurs and any accrued and unpaid expenses or benefits, to the extent permitted pursuant to Pennsylvania Probate Law. Thereafter, the Board shall have no further responsibilities hereunder, and this Agreement shall terminate automatically. The provisions hereof shall not be deemed to affect any other benefits, which may be available to the Assistant Superintendent, her spouse and heirs, including, but not limited to, those available under applicable retirement programs, health insurance, workers' compensation, or otherwise, to the extent permissible under Pennsylvania Probate Law.

15. **Provisions in Accordance with School Code.** This Agreement shall not be in violation of any provisions of the School Code and shall be construed as containing and be read in conformity with all provisions of the School Code as it relates to the relationship between a "District" and its "Assistant Superintendent."

16. **Compliance with Agreement.** Dr. Baddick and the District and Board shall be required to comply with all aspects of this Agreement, any exception thereto being agreed to only by mutual written consent of the Board and Dr. Baddick.

17. **Entire Agreement.** This Agreement contains the entire agreement between the parties and may not be changed, amended, modified, or superseded, except by written instrument

executed by the parties hereto. This Agreement supersedes any and all other agreements between the parties hereto with respect to the subject matter hereof.

18. **Execution and Counterparts.** This Agreement may be executed in two or more counterparts, each of which, when executed by the parties, shall be considered to constitute one instrument.

19. **Possible Illegalities.** If any one provision of this Agreement shall be declared void or invalid by a court of competent jurisdiction, such void or invalid provisions shall not in any way impair the whole Agreement; the remaining provisions shall be construed as if not containing the provisions or provision held to be void or invalid, and the rights and/or obligations of the parties shall be construed and enforced accordingly.

20. **Enforcement of Agreement.** This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania and any headings contained in this Agreement are for reference only and shall not in any way affect the meaning or interpretation of this Agreement. Each and every provision of this Agreement has been mutually negotiated, prepared, and drafted and in connection with the construction of any provision hereof, no consideration shall be given to the issue of which party actually prepared, drafted, or negotiated any provision of this Agreement or its deletion.

21. **Duty to Defend.** The District shall defend the Assistant Superintendent and her heirs against any civil actions, claims, suits, and/or other legal proceedings brought against the Assistant Superintendent, in her individual capacity or in her official agent and employee capacity of the District, specifically as the result of the Assistant Superintendent's actions within the scope of her duties as Assistant Superintendent of the District, as well as the result of any directive issued by the Board of the District. The District agrees to indemnify and hold harmless

the Assistant Superintendent and her heirs and to pay any civil judgments or awards entered against the Assistant Superintendent or her heirs as the result of the Assistant Superintendent's actions within the scope of her duties as Assistant Superintendent of the District, as well as the result of any directive issued by the Board of the District. The District will not be obligated to defend the Assistant Superintendent in any discharge, removal proceedings, or other proceedings in which the District is an adverse party. This section shall survive the term of this Agreement.

22. **Reappointment.** The District shall notify the Assistant Superintendent in writing by certified mail, no later than ninety (90) days prior to the expiration of this Agreement of the Board's intent not to reappoint her. Should the Assistant Superintendent not be so notified, the Assistant Superintendent shall be reappointed at the next regularly scheduled Board meeting following the ninety (90) days' notification requirement for a term of one year, and the terms and conditions of this Agreement shall be incorporated into a successor Agreement unless mutually agreed otherwise by the Board and the Assistant Superintendent.

**IN WITNESS WHEREOF**, intending to be legally bound, the parties have hereunto set their hands and seals the day and year first above written.

BOARD OF SCHOOL DIRECTORS OF THE  
WALLINGFORD-SWARTHMORE SCHOOL  
DISTRICT

Attest: \_\_\_\_\_  
DeJuana Mosley  
Board Secretary

By: \_\_\_\_\_  
Kevin Henry  
Board President

Witness: \_\_\_\_\_

\_\_\_\_\_  
Dr. Sharon Baddick

# APPENDIX A



# Wallingford Swarthmore School District

200 S Providence Rd.  
Wallingford, PA 19086



## SEARCH PROCESS TENTATIVE TIMELINE

**June 24, 2024**  
Deadline for Submitting  
Applications

**Initial Interviews**  
June 26, 2024 to  
July 8, 2024

**Finalist Interviews**  
July 9, 2024 to  
July 12, 2024

**Appointment**  
Special Board Meeting  
(TBD)

Search Facilitated by



The Wallingford-Swarthmore School District (WSSD) is nestled in the heart of Delaware County, PA. WSSD covers approximately seven square miles and serves the boroughs of Swarthmore, Rose Valley, and Rutledge, along with Nether Providence Township. With a rich history dating back over 130 years, WSSD has evolved to become a cornerstone of educational excellence in the region. Comprising three elementary schools, one middle school, and one high school, the district is dedicated to providing a diverse set of curricular, programmatic, and extracurricular activities. With a commitment to academic achievement and personal growth, WSSD ensures that its over 3800 students receive the foundational tools needed to become lifelong learners. Supported by a dedicated team of over 500 faculty and staff members, the district's tradition of excellence is grounded in community involvement and a deep sense of pride.

### WSSD Hiring the Next Assistant Superintendent of Schools

The Assistant Superintendent plays a vital role in shaping the future of the district. This position provides leadership in curriculum, instruction, assessment, and student support services, ensuring equitable outcomes for all students. The position works closely with the Superintendent to implement WSSD's Strategic Plan and foster a culture of continuous improvement.

#### Qualifications:

- Doctorate degree preferred in Education Administration or related field.
- Pennsylvania Superintendent's Letter of Eligibility (or eligibility to obtain).
- Minimum of five years of experience in educational leadership with central office experience.
- Strong knowledge of curriculum, instruction, assessment, and student support services.
- Demonstrated commitment to equity, inclusion, and diversity.

**Compensation:** Initial salary will be adjusted based on qualifications and prior experience and may range from \$190,000 to \$205,000 annually.

#### Application Process:

Please access application link here: [WSSD Application Link](#)



# APPENDIX B

**WALLINGFORD-SWARTHMORE SCHOOL DISTRICT**  
**ASSISTANT SUPERINTENDENT**  
**OBJECTIVE PERFORMANCE STANDARDS**  
**2024-2025 SCHOOL YEAR**

**Assist the Superintendent in the Implementation and Monitoring of the Wallingford-Swarthmore School District's Strategic Plan, Equity Plan, Comprehensive Plan (or their equivalent(s))**

Leads and collaborates with the Strategic Plan (or its equivalent(s)) Instructional Leadership Team to analyze data, review instructional programming, examine curricular resources, and assess and identify necessary next steps to meet respective goals and objectives. Researches and secures professional learning opportunities for staff aligned with strategic planning goals. Provides progress reports and updates to the Superintendent and School Board of Directors on an as-needed basis or upon request.

**Lead, Supervise, and Support Curriculum Development, Implementation, and Instructional Programming**

The Assistant Superintendent is responsible for ensuring that informal and formal instructional observations are timely and appropriately completed at the school level. Implements and oversees the educator evaluation system in accordance with applicable law, including the timely submission of all data and reports to the Pennsylvania Department of Education and any other required agencies. Assists principals in providing meaningful feedback, collecting and analyzing key data, and communicating District-wide initiatives and programs. Using an equity-based framework, monitors and provides feedback to the Office of Curriculum & Instruction on curriculum, instruction, assessment, and professional development priorities. Coaches and mentors principals, vice-principals, and assistant principals, as needed. The Assistant Superintendent is the administrative liaison to the Educational Affairs Committee.

**Support, Monitor, and Implement Targeted Recommendations from the Curriculum Audit**

The Assistant Superintendent leads efforts to update curriculum documents in all content areas in grades K-12. Provides instructional leaders with individualized support and professional learning in the areas of standards-aligned, taught, and tested curriculum. Utilizes proven academic interventions to support student learning and leads Board Policy and Administrative Regulation updates that impact curriculum and instruction. The Assistant Superintendent will work with the Superintendent to prioritize the completion of the recommendations from the curriculum audit.

**Lead, Supervise, and Support Special Education and Student Behavioral/ Physical Wellness Services**

Collaborates on the implementation of Positive Behavioral Interventions and Supports, Trauma-Informed Classrooms, Social-Emotional Learning, and Alternatives to Suspension initiatives. Collaborates with Special Education to monitor and document compliance, instructional

practices, and progress monitoring. Works within the Gifted Education and Challenge programs to support access to enriched instruction and resources for all students. Advises and assists in matters regarding special education due process and settlement negotiations.

### **Communication/Climate and Culture**

The Assistant Superintendent shall lead efforts to consistently and effectively communicate and generate buy-in regarding District initiatives as they relate to curriculum and instruction development, instructional programming, and other matters related to the Assistant Superintendent's job description or assigned duties. Timely and effectively communicates in person, via letters and other written correspondence, social media, and parent and guardian meetings (individual and/or community-based). Establishes and maintains effective communication channels within the District and demonstrates positive interpersonal relations among, between, and with staff. Leading by example, the Assistant Superintendent promotes and maintains a welcoming work and school environment for students, parents/guardians, community members, staff, and colleagues that reflects a commitment to building trust, soliciting feedback, encouraging collaboration, and promoting mutual respect. Interacts with students, family members, community members, staff, and colleagues with integrity, fairness, and an open mind.

### **Complete Other Responsibilities and Duties as Directed by the Superintendent**

The Assistant Superintendent oversees the approval process for staff conference attendance, field trips, and the allocation of Federal Programs funding. Facilitates the approval of educational resources and materials and development of the District's academic calendar and student handbooks. Locates and promotes external professional learning opportunities and engages consultants to support the District's established goals and objectives. Collaborates with the Business Manager to monitor the Office of Curriculum & Instruction's and Office of Student Services' budget allocations and spending. Works with the Director of Human Resources to support the hiring of professional staff and assist with relevant personnel matters. Maintains communication with the Department of Operations as it relates to the support of instructional programming. Supervises athletics and student activities. Works under the direction of the Superintendent to ensure that cultural proficiency and equity are embedded in the decisions, practices, strategies, policies, and protocols utilized by the Office of Curriculum & Instruction/ Office of Student Services. Completes other duties assigned by the Superintendent.