

**ASSISTANT SUPERINTENDENT'S
EMPLOYMENT CONTRACT**

An Agreement Between

The Board of Education
of the
East Stroudsburg Area School District

and

Mr. Andrew Snyder

PREAMBLE

THIS AGREEMENT is made and entered this 24th day of February, 2025, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as “District” or the “Board”) and Mr. Andrew Snyder, an individual (hereinafter referred to as “Assistant Superintendent”).

WHEREAS, the Board of Education of the District, at regularly scheduled meeting duly and properly called and held on the 24th day of February, 2025, did appoint Mr. Andrew Snyder to the office of Assistant Superintendent for District Programs in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Public School Code of 1949, as amended; and

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 hereby, and in consideration of the mutual covenants contained herein, agree as follows:

TERM OF CONTRACT

The Board, in consideration of the promises herein contained, has employed Mr. Andrew Snyder, and Mr. Andrew Snyder hereby accepts said employment as Assistant Superintendent of the East Stroudsburg Area School District for a term commencing on April 28, 2025 (the “Commencement Date”), and ending on April 27, 2030 (“Term”).

This Agreement shall terminate immediately upon the expiration of the aforesaid Term unless the Agreement is sooner modified or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code or this Agreement.

SALARY

The Assistant Superintendent’s salary for the initial fiscal year (2024-2025) shall be one hundred sixty-five thousand dollars (\$165,000), prorated on a school year basis based upon the Commencement Date. The salary shall increase annually by four percent (4%), commencing on July 1 of each fiscal year. Any such salary increase shall be provided solely upon the Assistant Superintendent’s satisfactory performance in accordance with this Agreement (see “Yearly Evaluation,” below). Any adjustment in salary made during the life of this Agreement or any extension

thereof shall be in the form of an amendment which shall become a part thereof. No adjustment in salary may reduce the annual salary in effect at any given time. In making any such amendment, it shall not be considered that the District has entered into a new agreement with the Assistant Superintendent, nor that the termination or expiration date of this Agreement has been extended. However, the District may, by specified action, extend the termination or expiration date of this Agreement if the same is agreeable to the parties and is permitted by law.

EMPLOYEE BENEFITS

The School District shall provide the Assistant Superintendent with employee benefits identical to those provided to District Administrators pursuant to the School District's Administrative Compensation Plan in effect for each school year of this Agreement, except that , regardless of changes to the Administrative Compensation Plan during the course of this Agreement, there shall be no reduction in the quantity or quality of employee benefits provided to the Assistant Superintendent.

PROFESSIONAL ASSOCIATIONS AND MEMBERSHIP DUES

In addition to, and notwithstanding, any of the remaining terms and conditions of this Contract, the Board will pay, at the expense of the School District, the basic membership fees of the Assistant Superintendent in the following organizations for the term of the Assistant Superintendent's contract:

- American Association of School Administrators
- Pennsylvania Association of School Administrators
- Association for Supervision and Curriculum Development
- Pennsylvania Association for Supervision and Curriculum Development
- National School Boards Association
- Pennsylvania School Boards Association
- Any other organization requested by the Assistant Superintendent and approved by the Board in its reasonable discretion

The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Assistant Superintendent to participate actively. The

District and Assistant Superintendent may mutually agree to change, add to or delete the professional association memberships covered by this paragraph, and such change shall be in writing and approved by the Board and Assistant Superintendent. The duties of the Assistant Superintendent require his participation and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs and information. The Assistant Superintendent's attendance at meetings, seminars, workshops, conferences, in-service programs, school activities, continuing education, professional development and graduate education programs is necessary to maintain the knowledge and skills required of his position. The District considers the expenses involved in such activities to be directly related to the Assistant Superintendent's duties and appropriate for reimbursement. However, the Assistant Superintendent will not attend more than one national conference per year without prior approval from the Board. Expense reimbursements for such activities are hereby approved and shall be provided in accordance with the procedures of District policy.

YEARLY EVALUATION

A. The Superintendent shall conduct an annual written assessment of the performance of the Assistant Superintendent no later than June 30 of each year of this Agreement, unless another date for the annual performance assessment is mutually agreed upon by the Superintendent and the Assistant Superintendent. An evaluation instrument and method mutually agreed upon by Superintendent and the Assistant Superintendent shall be utilized for the annual performance assessment. The Superintendent will notify the Board whether the annual assessment is Satisfactory or not. The Assistant Superintendent shall have the right to make a written response to the annual performance assessment directed to the Superintendent. In the event the Superintendent determines that the performance of the Assistant Superintendent is Unsatisfactory in any respect, she shall describe in writing, in reasonable detail, the specific instances of Unsatisfactory performance to the Assistant Superintendent for review. The Superintendent and the Assistant Superintendent agree that the annual performance assessments and the Assistant Superintendent's responses shall be privileged, and the Board and its individual members shall respect the confidentiality of the discussions. The Board and its individual members shall not reveal confidential information about the Assistant Superintendent's performance assessment results except in the case of a dispute between the Assistant

Superintendent and District in which his performance is or becomes an issue or in response to the Assistant Superintendent making the performance assessment results public or with the Assistant Superintendent's agreement or as otherwise expressly required by state or federal law. The Assistant Superintendent's performance shall be deemed Satisfactory, and the Assistant Superintendent shall not be subject to discipline, discharge or termination on the bases of neglect of duty or incompetency in any year when a formal performance assessment was not completed in accordance with this Agreement.

B. The performance assessment shall be used for the following purposes:

1. To discuss and establish goals and/or objective performance standards for the ensuing year; and
2. To establish the basis for possible incremental salary adjustments in the annual salary rate for the Assistant Superintendent.

C. Performance Expectations, Including Objective Performance Standards

The performance of the Assistant Superintendent shall be assessed against the Assistant Superintendent's Job Description, which is attached hereto as Exhibit "A" and made a part hereof and the objective performance standards that will be mutually agreed upon by the Assistant Superintendent and the Superintendent and which shall be reviewed and updated annually as necessary on or before July 1 of each year of this Agreement, unless another date is mutually agreed upon by the Superintendent and the Assistant Superintendent.

PHYSICAL EXAMINATION OF ASSISTANT SUPERINTENDENT

The Assistant Superintendent agrees, upon a written request by the President of the Board, to have a comprehensive medical and visual examination once each year. The cost of said medical and visual examination shall be borne by the School District.

EXPENSE AND MILEAGE REIMBURSEMENT

The District shall fully reimburse the Assistant Superintendent for all reasonable expenses incurred by the Assistant Superintendent in the discharge of his duties, upon proper documentation. This shall include reimbursement for mileage associated with the use of his private vehicle in the performance of the Assistant Superintendent's duties. Said reimbursement shall be based on the

highest current mileage allowance as established by the Internal Revenue Service, as the same may be changed or modified from time to time. Such expense reimbursement costs shall be estimated for budget purposes and approved by the Board in accordance with Board policy and procedures.

The District shall supply and pay for a “smartphone”-style cellular telephone, laptop computer and related computer equipment for the Assistant Superintendent’s professional and personal use during the duration of this Agreement and shall provide instruction and technical support to assist with access to the District’s computer network from the Assistant Superintendent’s residence. The District shall not be responsible for the payment of the internet service at the Assistant Superintendent’s residence but shall pay for mobile wireless capability for the Assistant Superintendent’s cellular telephone, laptop computer and other technological devices, including but not limited to him iPad or other tablet computer. The Assistant Superintendent agrees to return any equipment provided by the District and all District-related computer files at the conclusion of his employment with the District, or in the alternative, to purchase the equipment at its market price as determined by the District’s existing technology disposal programs.

QUALIFICATIONS OF THE ASSISTANT SUPERINTENDENT

The Assistant Superintendent covenants and warrants that he possesses all of the qualifications required by law to serve as Assistant Superintendent of the District. The Assistant Superintendent agrees to maintain during the term of this contract a valid and current commission or other legal credential as may be required by law to serve as Assistant Superintendent of the District.

The Assistant Superintendent further agrees to devote his time, skill, labor, and attention to the performance of his duties as Assistant Superintendent of the School District on a full time basis during the term of this Agreement; provided, however, that the Assistant Superintendent, with prior notice to, and prior authorization of, the School Board and as allowed by law, may undertake activities not directly related to the operations of the School District such as a consultant, speaking engagements, writing, lecturing, adjunct teaching or other professional duties and obligations which do not interfere with the performance of the Assistant Superintendent's duties with the School District. If the School Board determines that the Assistant Superintendent's outside activities are interfering with her duties as Assistant Superintendent, the Board shall first put his on notice, and he shall cease these activities within sixty (60) days.

The Assistant Superintendent further expressly covenants and warrants that he does not and will not have during the term of this contract any financial interest, direct or indirect, in the sale or adoption of any book or textbook, or the sale to or lease by the School District of any supplies or equipment, or any other pecuniary or financial interest which would create or appear to create a conflict of interest with the performance of his duties as Assistant Superintendent. The Assistant Superintendent further covenants and warrants that he has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to his qualification or election as Assistant Superintendent.

GENERAL DUTIES OF THE ASSISTANT SUPERINTENDENT

During the term of this Agreement, the Assistant Superintendent agrees to perform the duties of the Assistant Superintendent in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, the Job Description established by the School District for the Assistant Superintendent (attached hereto as Exhibit "A"), and the regulations of the Board, and all amendments thereto.

Unless utilizing vacation, personal, sick or bereavement leave, or other leave as provided for herein or approved by the Board, the Assistant Superintendent shall be required to work on all days during the school term during which school is in attendance and on all days during which professional staff employees are required to be in attendance. Additionally, during the months of June through August, the Assistant Superintendent shall work in alignment with the Act 93 Agreement schedule for administrators, with the exception of days of leave and legal holidays, and subject to any alterations of the administrative calendar or work-from-home days. The Assistant Superintendent will be permitted to work from home in extreme circumstances, with the approval by the Superintendent.

ROLE OF ASSISTANT SUPERINTENDENT

The Assistant Superintendent will attend all regular and special meetings and executive work sessions of the Board at the request of the Superintendent and will serve as an advisor to the Superintendent in all matters affecting the District.

PROFESSIONAL LIABILITY

The Board agrees that it will defend, hold harmless and indemnify Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against Assistant Superintendent in his individual capacity or in his official capacity as agent and employee of the Board, provided the incident arose while Assistant Superintendent was acting, or reasonably believed he was acting, within the scope of his employment and as such liability coverage is within the authority of the Board to provide under state law. If, in the good faith opinion of the Assistant Superintendent, a conflict exists as regards the defense to such claims between the legal position of the Board and the legal position of the Assistant Superintendent, the Assistant Superintendent may engage separate counsel and the Board shall continue to indemnify the Assistant Superintendent and pay the full costs of the Assistant Superintendent's legal defense. This obligation shall survive the termination of this Agreement.

INVESTIGATIONS BY THE BOARD

In the event that the Board of Education directs that any investigation of the Assistant Superintendent's conduct or performance be undertaken, Assistant Superintendent shall be: (i) notified of the occurrence and purpose of such investigation prior to the commencement of the same; (ii) granted access to all documents or reports generated by such an investigation and; (iii) granted the opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation prior to the investigation being concluded. Any investigations undertaken by the Board shall be completed in private without any public disclosure by the Board or Assistant Superintendent of the commencement or progress of the same. Nothing herein shall obligate the Board to share attorney-client privileged or work product information with Assistant Superintendent following the completion of any investigation of his conduct or performance. Should any portion of this section contradict provisions of the Child Protective Services Law, 23 Pa.C.S.A. § 6301, *et. seq.*, as amended, the provisions of the Child Protective Services Law shall prevail.

REAPPOINTMENT/RETENTION

The Board shall provide Assistant Superintendent with periodic opportunities to discuss Assistant Superintendent-Board relationships and shall inform him at least annually of any

inadequacies perceived by the Board. Reappointment or retention of the Assistant Superintendent shall be in accordance with Section 1073 of the School Code or then applicable law. The parties may at any time renegotiate the terms of this Agreement if such renegotiation is desirable and agreeable to both parties.

TERMINATION OF AGREEMENT

A. Throughout the term of this contract, the Assistant Superintendent shall be subject to discharge for valid and just cause for the reasons specified in section 1080 of the Public School Code. In addition to those reasons as set forth in Section 1080 of the School Code, the School Board shall have grounds to terminate this Agreement if the Assistant Superintendent has made any misrepresentations to the Board, either in writing or orally, or if the Assistant Superintendent fails to maintain his legal credentials. However, the Board shall not arbitrarily or capriciously call for his dismissal and the Assistant Superintendent shall in any event have the right to written charges, notice of hearing, a fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the Assistant Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present witnesses and testimony relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the Assistant Superintendent in the event an appeal is taken by the Assistant Superintendent from any action taken by the Board. Assistant Superintendent shall have the right to be represented by counsel at his sole cost and expenses. Provided, however, if the charges against the Assistant Superintendent are not sustained and/or should the Assistant Superintendent prevail in any hearing or appeal, the Board shall reimburse him for all legal fees and expenses incurred by the Assistant Superintendent in the proceedings.

B. This Agreement may be unilaterally terminated without penalty by the resignation of the Assistant Superintendent at any time provided the Assistant Superintendent gives the Board at least ninety (90) days' notice prior to the effective date of the resignation. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the effective date of his resignation and

termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement.

C. This Agreement may be terminated by the mutual consent, in writing, by the Assistant Superintendent and the Board. If this Agreement is terminated in this manner, the District shall immediately pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Agreement through the mutually agreed upon effective date of termination of this Agreement plus any applicable and earned post-employment and retirement benefits provided for in this Agreement and any additional amount mutually agreed upon by the Board and Assistant Superintendent. Additionally, the Board shall not negatively evaluate or provide any negative job reference or information regarding the Assistant Superintendent's work performance, unless otherwise expressly required by state or federal law.

D. This agreement shall be terminated upon the death of the Assistant Superintendent, at which time the District shall pay to the Assistant Superintendent's estate and/or heirs all of the aggregate compensation, salary and benefits the Assistant Superintendent earned, accrued and/or is entitled to under this Agreement through the date of the Assistant Superintendent's death. Notwithstanding the provisions of this Section D. and termination of this agreement upon the death of the Assistant Superintendent, benefits expressly intended to survive the death of the Assistant Superintendent for the benefit of the Assistant Superintendent's spouse, shall survive said termination of this agreement pursuant to this Section D.

MODIFICATION

Notwithstanding any term or provision herein or elsewhere, oral or in writing, this Agreement shall not be modified except in a writing signed by Assistant Superintendent and approved of by the Board and executed by an authorized officer of said Board.

APPLICABLE LAW

All references to the Public School Code shall be to the Public School Code of 1949 and shall include any amendments to or recodifications of such Act. This Agreement shall be governed and

construed in accordance with the law of the Commonwealth of Pennsylvania. In the event any provision of this Agreement shall be determined to be invalid or in conflict with the School Code of the Commonwealth of Pennsylvania, or any other federal, state, or municipal law by any court of competent jurisdiction, then such provision shall be deemed void and of no further effect, provided, however, that such determinations by a court of competent jurisdiction shall not affect or impair the remaining provisions of this contract. Unless, and until such time as, a statutory change or determination by a court of competent jurisdiction conflicts with this Agreement, this Agreement shall prevail.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused this Agreement to be duly executed this 24th day of February, 2025.

ATTEST:

BOARD OF EDUCATION OF THE EAST
STROUDSBURG AREA SCHOOL DISTRICT

By: _____

WITNESS:

Mr. Andrew Snyder

Assistant Superintendent Goals

GOAL CATEGORY 1 -- Student Growth and Achievement

The Assistant Superintendent for District Programs uses multiple data sources to assess student success and growth as appropriate, specific to needs within the School District and as determined annually in collaboration with the Board of School Directors. Annual or other School District performance objectives are articulated and clearly achieved under the direction of the District Superintendent relative to PSSA, PVAAS, and other locally determined measures.

Key Performance Indicators

- Execute provisions of the district's job description under this category.
- Within the first 60 days, begin assessing academic growth scores, professional development plan, curriculum cycle, and curriculum writing process. Present said results to the Superintendent.
- Over the first six months, coordinate the initial planning process for analyzing district programs, and suggest continuation and/or modification of programs.
- At least monthly, meet with the administrative team (*faculty as appropriate*) to discuss district issues with an emphasis on education and vision.

GOAL CATEGORY 2 -- Organizational Leadership

The Assistant Superintendent for District Programs works collaboratively with the Superintendent to develop a vision for the School District, display an ability to identify and rectify problems affecting the School District, while working collaboratively with School District Administration to ensure educational and operational initiatives are planned, executed, and assessed.

Key Performance Indicators

- Execute provisions of the district's job description under this category.
- Familiarize yourself with district strategies for collecting, analyzing, and reporting data. Make any suggested changes in writing by the second semester review in June.
- During the summer 2025, coordinate (*in partnership with the Superintendent and admin*), a meeting with the leadership team and board to discuss vision building, academics, board-superintendent relations, clarified roles and responsibilities, communication, etc.
- Over the first 90 days, review district policies, procedures, and other protocols and lead a discussion with the Board around your findings and reflections. Present said results to the Superintendent.

GOAL CATEGORY 3 -- School District Operations and Financial Management

The Assistant Superintendent for District Programs ensures completion of activities associated with the annual budget, overseeing distribution of resources in support of School District priorities, and directing overall operational activities within the School District.

Key Performance Indicators

- Execute provisions of the district's job description under this category.

- Thoroughly evaluate the budget for district programs. Analyze for cost-saving measures that will not have a negative impact on programming or student success. Present said results to the Superintendent.

GOAL CATEGORY 4 -- Communication and Community Relations

The Assistant Superintendent for District Programs communicates with and effectively engages the staff, the Superintendent, Board of School Directors, and members of the community, clearly articulating School District goals and priorities, addressing local and broader issues affecting the School District, and building support for District initiatives, programs, and short/long-range plans.

Key Performance Indicators

- Execute provisions of the district's job description under this category.
- Each week, visit staff and students in classrooms, athletic events, and performances to monitor climate and quality of district programs.
- Assist in the development of a climate survey to understand the culture and climate as perceived by students, faculty, staff, and caregivers. Share this information in a public meeting and make the results available on the website.

GOAL CATEGORY 5 -- Professionalism

The Assistant Superintendent for District Programs models professional decision-making processes and ethical standards consistent with the values of Pennsylvania's public education system as well as that of the local community. Additionally, the Assistant Superintendent for District Programs reflects upon his effectiveness and pursues professional growth through various training activities.

Key Performance Indicators

- Executive provisions of the district's job description under this category.
- Within the first 90 days, begin coordinating efforts to develop and implement standards of practice and core values to be consistently reviewed and discussed at board meetings and modeled.
- Each month at board, admin, faculty meetings, celebrate staff accomplishments and report on efforts to build standards of practice and core values.

East Stroudsburg Area School District

Position Description - Assistant Superintendent for District Programs

Division/Department: Central Administration

Location: Administration Building

Job Title: Assistant Superintendent for District Programs

Reports to: Superintendent

Terms of Employment:

Twelve-month work year. Salary and work year are concurrent with the District's fiscal calendar. Salary and benefits shall be in accordance with the agreement/contract approved by the School Directors.

Evaluation:

Performance of this position will be evaluated in accordance with the agreement/contract as approved by the School Directors.

Qualifications:

- Bachelor's Degree in Education
- Master's Degree in Education
- Superintendent's Letter of Eligibility
- Five (5) years successful experience as an administrator at building or central office level
- Understanding of state and federal school personnel laws and regulations
- Working knowledge of office equipment
- Working knowledge of district's technical programs and applications
- Excellent organizational skills and abilities
- Current Act 34, Act 151 and FBI Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law
- Such alternatives to the above qualifications as the Board may find acceptable and reasonable

Primary Function:

Provide leadership and direction in specific matters of curriculum development, instructional improvement, assessment strategies, and professional development as well as other areas described by PA chapter 4 regulations.

Essential Functions:

- Manage the assessment coordination process for all relevant state assessments.
- Assist schools with implementation of current regulations regarding standards-based curriculum and instructions and continuously evaluate relevance and effectiveness.
- Assist school/district in using data to prepare plans for school improvement and strategic planning.
- Assist local school districts in preparing for state assessments.
- Plan, design, present and coordinate meetings and workshops informing administration and instructional personnel of promising research and implementing current best practices for the district.
- Collaborate with administration to plan, implement and evaluate professional development projects related to PA standards, best practices, and goals for school improvement.
- Coordinate state initiatives as they pertain to curriculum and instruction, federal funding and grants and act as a curriculum liaison to PDE.
- Supervise, evaluate and direct the department and/or grade level chairs and the literacy and math coaches.
- Support, attend, and/or lead professional organizations in areas relevant to curriculum, instruction and assessment.
- Compile and maintain curriculum and instruction resource library, including a compilation of state standards and

regulations as well as district policies pertaining to curriculum matters.

- Conduct evaluations of K-12 school district programs.
- Facilitate planning and sharing sessions with higher education such as K-16 collaboration and professional development schools.
- Coordinate ELL programs, activities and assessments.
- Oversee the Director of Grants and Federal Programs to secure grants and ensure compliance with all Title funds.
- Collaborate with the Director of Instructional Technology to link technology with curriculum throughout the district.
- Plan, prepare and administer service area budgets.
- Perform other duties as assigned by the Superintendent.
- Instructional improvement, assessment, enhancement of student-centered programs

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her administrator(s) and/or supervisor(s).

Position Specifications

Physical Demands:

1. Able to sit for a moderate period of time.
2. Able to raise or lower objects from one level to another.
3. Able to push or pull objects as needed.
4. Able to carry objects (up to 20 lbs.) in arms or by other appropriate means.
5. Able to use hands and arms to reach and pick up objects.
6. Able to move around the work area.
7. Able to coordinate eyes, hands and fingers rapidly.
8. Able to work with others in a courteous and cooperative manner.
9. Able to walk moderate distances inside and outside of facilities and able to climb steps.
10. Able to travel inside or outside the District as necessary for work related tasks.
11. Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes.

Sensory Abilities:

1. Able to see clearly with or without corrective lenses
2. Able to perceive speech or nature of sounds in the air in person and on the telephone.

Work Environment:

1. Able to travel inside or outside the District as necessary for work related tasks
2. Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes

Temperament:

1. Able to work with others in a courteous and cooperative manner
2. Able to effectively manage various types of situations and personalities
3. Able to effectively respond to deadlines and stressful situations

Specific Skills:

1. Able to communicate effectively both orally and in written form.
2. Able to perform numerical operations accurately and quickly.
3. Able to effectively deal with many types of situations and personalities.
4. Able to effectively deal with deadlines and stressful situations.
5. Able to perform repetitive tasks.
6. Able to make appropriate judgments as they pertain to the responsibilities of the position.
7. Must possess supervisory skills (Central Office)

Cognitive Ability:

1. Able to communicate effectively both orally and in written form
2. Able to perform numerical operations accurately and quickly
3. Able to perform repetitive tasks
4. Able to make appropriate judgments as they pertain to the responsibilities of the position

East Stroudsburg Property And Confidentiality Requirements:

All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of East Stroudsburg Area School District. It may not be used for personal profit or gain and will be relinquished to the East Stroudsburg Area School District upon termination of employment from the East Stroudsburg Area School District.

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 is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for the position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Adoptions:

Original adoption by the Board of Directors on :

I, _____, have read and understand the duties and responsibilities as outlined in the above position description.

Employee Signature

Date

East Stroudsburg Area School District is an Equal Opportunity Employment, Educational/Service Organization.