

**ASSISTANT SUPERINTENDENT'S  
EMPLOYMENT CONTRACT**

An Agreement Between

The Board of Education  
of the  
East Stroudsburg Area School District

and

Dr. Karen Bukoski

For the Period August 18, 2025 to August 17, 2030

## **PREAMBLE**

THIS AGREEMENT is made and entered this 16th day of June, 2025, by and between the Board of Education of the East Stroudsburg Area School District (hereinafter referred to as “District” or the “Board”) and TBD, 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 16th day of June, 2025, did appoint Dr. Karen Bukoski to the office of Assistant Superintendent for Pupil Services 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 Dr, Bukoski, and Dr. Bukoski hereby accepts said employment as Assistant Superintendent of the East Stroudsburg Area School District for a term commencing on August 18, 2025 (the “Commencement Date”), and ending on August 17, 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 (2025-2026) shall be One Hundred Seventy-One Thousand, Six Hundred dollars and 00/100 (\$171,600), 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

Council for Exceptional Children

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 her 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 her 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 her 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 Board 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 Board and the Assistant Superintendent.

In addition, to the preceding performance review, on or before September 30<sup>th</sup> of each year of this Agreement, the Board shall conduct a formal written performance assessment limited to the Assistant Superintendent's performance of the aforesaid objective performance standards. The Board shall further post the dates of the assessment and whether or not each of the objective performance standards were met by the Assistant Superintendent on the district's website, as required by the School Code. Said public posting shall be limited to a binary "yes/no" response as to each objective performance standard, notwithstanding a more thorough review by the Board provided to the Assistant Superintendent in the formal written performance assessment.

**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 her duties, upon proper documentation. This shall include reimbursement for mileage associated with the use of her 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 her 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 her 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 she 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 her time, skill, labor, and attention to the performance of her 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 her on notice, and she shall cease these activities within sixty (60) days.

The Assistant Superintendent further expressly covenants and warrants that she 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 her duties as Assistant Superintendent. The Assistant Superintendent further covenants and warrants that she has not violated any provision of the School Code of the Commonwealth of Pennsylvania with respect to her 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 her individual capacity or in her official capacity as agent and employee of the Board, provided the incident arose while Assistant Superintendent was acting, or reasonably believed she was acting, within the scope of her 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 her is 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 her 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 her legal credentials. However, the Board shall not arbitrarily or capriciously call for her 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 her 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 her 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 her 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 effect 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 16<sup>th</sup> day of June, 2025.

ATTEST:

BOARD OF EDUCATION OF THE EAST  
STROUDSBURG AREA SCHOOL DISTRICT

\_\_\_\_\_  
Patricia Rosado, Board Secretary

By: \_\_\_\_\_  
Michael Catrillo, Board President

WITNESS:

Karen Bukoski, Ed.D

\_\_\_\_\_

\_\_\_\_\_

# Assistant Superintendent Goals

## **GOAL CATEGORY 1 -- Student Growth and Achievement**

The Assistant Superintendent for Pupil Services 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 programming within Pupil Services that impacts student academic growth scores, the professional development plan, and special education programming.
- Over the first six months, coordinate the initial planning process for analyzing Pupil Services, 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 Pupil Services 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.
- Support and coordinate (*in partnership with the Superintendent and admin*), opportunities with the leadership team and Board to focus vision building, academics, pupil services programming, board 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 Pupil Services 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 Pupil Services. Analyze for cost-saving measures that will not have a negative impact on programming or student success. Present said results to the Superintendent.

- Develop a comprehensive list of all special education programming, including personnel for each program. Analyze these programs for financial responsibility and student impact / efficacy.

## **GOAL CATEGORY 4 -- Communication and Community Relations**

The Assistant Superintendent for Pupil Services 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 Pupil Services.
- Assist in the analysis of a climate survey to understand the culture and climate as perceived by students, faculty, staff, and caregivers. Share this information with the Pupil Services team to focus on improving the climate within the district.
- Develop a communication structure with all of those in the Pupil Services Department to ensure constant communication, timely feedback, and shared goal setting.

## **GOAL CATEGORY 5 -- Professionalism**

The Assistant Superintendent for Pupil Services 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 Pupil Services reflects upon her 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 Pupil Services

**Division/Department:** Central Administration

**Location:** Administration Building

**Job Title:** Assistant Superintendent for Pupil Services

**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 compensation agreement.

**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
- Doctorate preferred but not required
- Superintendent's Letter of Eligibility or School Administration/Supervision Certification
- Five (5) years successful experience as an administrator at building or central office level
- Current Act 34 and 151 Clearances as required by the laws of Pennsylvania; any other clearances that may be required by law; FBI Clearance, if from out of state or Pennsylvania resident less than two years.
- Study of programs of services for students and experiences as a teacher and/or guidance counselor of exceptional children,
- Knowledge of state and federal law that impacts on pupil services operations in a school system with an emphasis on exceptional children.
- Collaborative leadership skills.
- Outstanding communication, organizational and administrative skills.
- Other alternatives to the above that may be acceptable.

**Primary Function:**

To provide leadership and direction in:

- All phases of pupil services administration, with an emphasis on exceptional children,
- Federally funded programs for education in conjunction with other central office personnel.
- Policies and Regulations with regard to pupils.
- The preservation of pupils' rights and the provisions of services and opportunities for all

**Essential Functions:**

- Plans, directs and coordinates, in conjunction with building administrator, health and dental services to public and non-public schools within the district.
- Directs, supervises and coordinates, in conjunction with building administrators, community and district partnership programs.
- Oversees the evaluation process, in conjunction with other administrators, for the dental hygienists and health services staff.
- Oversees the evaluation process, in conjunction with building administrators, the school counseling and mental health programs and activities of the district.
- Oversee the evaluation process, in conjunction with building administrators, the English Language Learner programs and activities of the district.
- Supervises, coordinates and/or prepares documents necessary for reimbursement of funds (from state and federal programs and school districts) and prepares reports in his/her area of responsibility.
- Develops and manages the student records system, which includes the collection, maintenance, dissemination and destruction of all student documents required or administratively useful while in school and those to be maintained as a permanent record with an emphasis on Special Education.
- Serves as the hearing officer for student records complaints.
- Assists in the recruitment, selection and recommendation for hiring of all pupil services personnel.
- Interprets the objectives and programs of service provided by all pupil services to the Board, the administration, the staff and the general public.
- Establishes and maintains a liaison with various community agencies concerned with pupil welfare.
- Contracts with school physicians and health and dental consultants as needed.
- Helps develop, administer and coordinate services in carrying out district policies.
- Assists in the implementation of the district's emergency and safety plans.
- Administers the education of exceptional children by serving as a resource to various staff members,
- Revises and formulates policies and programs pertaining to activities such as, screening, placement, education and training of exceptional children.
- Plans and supervises the district's educational, evaluative and placement processes for exceptional children, including pre-hearing resolution meetings.
- Develops budget recommendations and provides expenditure control on approved budgets.
- Establishes procedures for requisitions, ordering and paying for equipment and supplies.
- Prepares resolutions for the agenda of the Board of Education as is appropriate; performs necessary follow-up, and attends all meetings of the Board unless otherwise directed.
- Performs other related duties as may, from time to time, be assigned by the superintendent.
- Coordinates the administration of educational programs and curriculum for exceptional children.
- Oversees the planning and coordination in concert with school counselors and building principals, the counseling programs and activities of the district, providing resource services as needed.

- Updates all policies, administrative regulations and procedures in the area(s) of pupil services including Special Education.
- Develops and maintains a pupil services manual.
- Responsible for the development of the Chapter 12 section of the school district's e-strategic plan.
- Oversees the school district's homebound instruction program.
- Oversees the home education process for the school district.
- Oversees the medical billing and Access Program
- Facilitate student hearings

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 / her administrator(s) and/or supervisor(s).

### Position Specifications

<p><u>Physical Demands:</u>  Able to sit for an extended period of time.  Able to raise or lower objects from one level to another.  Able to push or pull objects as needed.  Able to carry objects in arms or by other appropriate means.  Able to use hands and arms to reach and pick up objects.</p> <p><u>Sensory Abilities:</u>  Able to see clearly with or without corrective lenses.  Able to perceive speech or the nature of sounds in the air in person and on the telephone.  Able to coordinate eyes, hands and fingers rapidly.</p>	<p><u>Work Environment:</u>  Able to walk moderate distances inside and outside of facilities and able to climb steps.  Able to travel inside or outside the District as necessary for work related tasks.  Able to withstand changes in environmental conditions inside and outside of the work facility, and adapt to these changes.  Able to perform repetitive tasks.</p> <p><u>Temperament:</u>  Able to work with others in a courteous and cooperative manner.  Able to effectively deal with many types of situations and personalities.  Able to effectively deal with deadlines and stressful situations.</p> <p><u>Specific Skills:</u>  Must possess supervisory skills</p>	<p><u>Cognitive Ability:</u>  Able to communicate effectively both orally and in written form.  Able to perform numerical operations accurately and quickly.  Able to make appropriate judgments as they pertain to the responsibilities of the position.</p>
--	---	---

**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.*