

Northern Tioga School District

Position Description – Superintendent

Division/Department: Superintendent's Office

Location: Administration Building

Job title: Superintendent

Reports to: Board of Directors

Terms of Employment:

- 260 Days Per Year
- Salary, work schedule and other conditions of employment in accordance with school district salary schedule and applicable policies.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of the school district.

Qualifications:

- PA Superintendent Certificate with the Superintendent's Letter of Eligibility

Primary Function:

To provide leadership in developing and maintaining the best possible educational programs and services for the Northern Tioga School District.

Essential Functions

- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to insure the making of informed decisions.
- Attends and participates in all meetings of the Board, except when own employment or salary is under consideration.
- Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
- Prepares the annual operating budget recommendations and implements the Board's approved budget.
- Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- Secures and nominates for employment the best qualified and most competent certificated and classified personnel.
- Assigns and transfers employees as the interest of the district and negotiated agreements may dictate, and reports such action to the Board for information and record.
- Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
- Holds such meetings with all personnel as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Serves as the chief public relations officer of the district, keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
- Delegates at own discretion to other employees the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibilities.
- Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trend in education.

- Serves as the district’s chief instructional leader. Assures study and revision of all curriculum guides and courses of study, on a continuing basis.
- Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the schools.
- Makes recommendations regarding improvements, alterations, and changes in the buildings and equipment in the district.
- Establishes procedures to supervise, monitor, and evaluate educational programs and personnel throughout the district.
- Oversees that adequate records are maintained for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Also acts as custodian of records and contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- Provides suitable instructions and regulations to govern the use and care of school properties.
- Assists the Board in organizational planning and developing organizational goals and policies.
- Assists and advises school administrators in school planning, operation, resource allocation, and decision making in general.
- Performs other tasks as specified by state statute and as may be assigned by the Board, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.

Position Specifications

<p><u>Physical Demands</u></p> <ul style="list-style-type: none"> • Frequent travel to school buildings, regional offices, PDE • Frequent walking throughout various buildings • Often sitting at desk for extended periods • Standing for limited periods of time • Moderate lifting from 15 to 30 pounds • Some carrying – up to 30 pounds • Manual dexterity to use office equipment • Repetitive movement of fingers and hands for keyboarding <p><u>Sensory Abilities</u></p> <ul style="list-style-type: none"> • Visual acuity to read correspondence, computer screen • Auditory acuity to be able to use the telephone, interview job candidates, conduct staff meetings • Ability to speak clearly and distinctly <p><u>Work Environment</u> Generally, office setting year round</p>	<p><u>Temperament</u></p> <ul style="list-style-type: none"> • Ability to work as a supervisor, manager and member of a team • Must be courteous and able to effectively manage people • Must be cooperative, congenial and service-oriented and promote these qualities in the department • Ability to work in an environment with frequent interruptions <p><u>Specific Skills</u></p> <ul style="list-style-type: none"> • Ability to operate office equipment • Ability to use computer technology efficiently • Must appropriately handle confidential information • Ability to manage a complex department with varied changing, service demand • Ability to use AV equipment for group meetings and presentations 	<p><u>Cognitive Ability</u></p> <ul style="list-style-type: none"> • Ability to follow written and verbal directions and give directions to others • Ability to create and delegate assignments • Ability to complete assigned tasks with minimal supervision • Ability to read, write and do complex computation • Ability to use correct grammar, sentence structure and spelling • Ability to compose clear, concise sentences and paragraphs • Ability to organize office setting to efficiently accomplish tasks • Ability to work independently and make work-related decisions • Ability to exercise good judgment in prioritizing tasks and directing staff • Ability to communicate effectively at all organizational levels <p><u>License</u> Valid Driver’s License</p>
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NORTHERN TIOGA 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 the Northern Tioga School District. It may not be used for personal profit or gain and will be relinquished to the Northern Tioga School District upon termination of employment from the Northern Tioga 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 this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Adoptions

Original adoption by Board of Directors on: _____

Revised by Board of Directors on: _____

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

Employee Signature

Date

Northern Tioga School District is an Equal Opportunity Employment, Educational/Service Organization.