

WELLSBORO AREA SCHOOL DISTRICT

TITLE: Superintendent

PROPOSED: February 24, 2025

REPORTS TO: Board of Directors

JOB SUMMARY: The superintendent of schools is the chief executive officer of the school district and shall have a seat on the Board of School Directors and the right to speak on all matters before the Board, but not to vote. The superintendent shall carry out the policies and directives of the Board in the management and supervision of all employees of the district, as well as all other policies and contracts of the Board related to the administration of the district, and shall make recommendations to the Board to ensure the orderly and efficient operation of the district. Such recommendation shall be consistent with the District's educational goals and objectives as outlined in the Comprehensive Plan and Annual Goals. The superintendent shall be a Commissioned Officer in the Commonwealth of Pennsylvania.

The responsibilities of the superintendent include, but are not limited to the following:

A. BOARD RELATIONS

The superintendent shall:

1. Provide information and documents to the Board as requested.
2. On a quarterly basis, provide documents on enrollment, employee numbers, and class sizes.
3. Cause class schedules to be updated to reflect student course selection and staff resources.
4. Provide the Board a monthly report on Administration building and conference attendance, including sick, personal, and vacation day usage.
5. Work directly with the Personnel Committee on District, building, and conference attendance.

B. RESPONSIVENESS

The superintendent shall:

1. Ensure that Board information requests are performed in a timely manner.
2. Provide documents, information, and all data necessary to make timely decisions that are in the best interest of the District.
3. Shall provide on-going information on the budgetary matters.
4. Shall at the beginning of each school year, provide a timeline for preparing the preliminary and final budget.

C. DELEGATION OF RESPONSIBILITY

The superintendent shall:

1. Establish clear lines of communication and clearly delegate day-to-day responsibilities to the appropriate personnel.
2. Shall train administrators and staff in all necessary areas.

D. BUDGET

The superintendent shall:

1. Be responsible for directing and assisting the Business Manager in preparing the budget on time.
2. At the beginning of each school year, the superintendent will prepare a proposed timeline for the preliminary and final budgets.
3. Provide the Directors with a timeline for budget committee meetings.
4. Make sure that the budget and audit are available for the public.

E. CURRICULUM

The superintendent shall:

1. Be responsible for the educational advancement and growth of the school district.
2. Continuously evaluate the effectiveness of the educational program and shall insure that all legal requirements for the educational program are met.
3. Recommend to and advise the Board on policy decisions pertaining to courses of study, extra-curricular activities, admission of pupils, their instruction, discipline, grading and promotion and selection of books, educational supplies, and equipment.

F. PERSONNEL MANAGEMENT

The superintendent shall:

1. Have overall responsibility for general supervision and direction of all employees of the school district.
2. Have the authority to assign and transfer all employees of the school district as they deem necessary in the best interest of the district.
3. Have the authority to recommend the suspension of any employee, or in an emergency situation, shall have the authority to suspend any employee for just cause and shall report such suspension to the Board at its next regular or special meeting for appropriate action.

G. STAFFING

The superintendent shall:

1. Be responsible to see that all staff positions approved by the Board are filled.

H. RECRUITING

The superintendent shall:

1. Direct a recruiting program for employment of appropriate personnel and make employment recommendations to the Board.

I. ORIENTATION

The superintendent shall:

1. See that new staff members are provided with a program to orient them to the school and community.
2. Help employees grow professionally by providing opportunities for In-service training.

J. COMMUNICATION

The superintendent shall:

1. Be responsible for informing district personnel of Board decisions affecting them.
2. Be responsible for presenting professional employee requests to the Board for their consideration.
3. Be responsible to report to the Board any personnel matters that are of serious concern to the welfare of the district.
4. Be responsible for developing and maintaining effective lines of communication pertaining to school affairs between the Board, staff, and community.
5. Possess a working knowledge of Pennsylvania school law and serve as a liaison between the Board and the district solicitor in legal matters pertaining to the school district. They shall stay current on school law and inform the Board of any legal changes which may affect the district's operations.

K. SUPPORTIVE AND AUXILIARY AGENCIES

The superintendent shall:

1. Be responsible for maintaining administrative relations with the Intermediate Unit and its services provided to the district.
2. Serve on the Intermediate Unit Advisory Council.
3. Be responsible for relations with the Department of Education and the services provided by the Department to the district.
4. Be responsible for the supervision of all Federal Programs in the district.
5. Be responsible for maintaining harmonious relations with non-public schools, as appropriate, regarding Federal Programs, transportation, and shared-time programs.

L. SCHOOL AND BUSINESS MANAGEMENT

The superintendent shall:

1. Cause to be prepared an agenda and attend all meetings of the Board and, when requested, attend meetings of committees of the Board.

2. Be responsible for working cooperatively with the Board to develop policies for the district and for implementing policies, rules, and regulations adopted by the Board.
3. Call regular and special meetings of the administrative team for the purpose of shared planning, evaluation, decision-making and implementation in all matters related to the administration of the district.
4. Be responsible for and shall have general supervision over all activities of the schools in the district and their supportive agencies or offices.
5. Be responsible for maintenance of appropriate records and timely submission of reports. The superintendent shall, from time to time, prepare and submit reports to the Board, reviewing conditions and developments in the district, containing such suggestions and recommendations as he may deem necessary or helpful.
6. Assist the Business Manager with the development of the annual budget and review expenditures on a monthly basis.
7. Serve as contact person for district union(s), resolving potential conflicts, and administer negotiated agreements in a fair and consistent manner.

M. PUBLIC RELATIONS

The superintendent shall:

1. Represent the district in matters related to the operation and administration of the school district.
2. Consistently strive to improve school and community relations through contacts with district personnel, pupils, parents, and other members of the community. Further, the superintendent shall keep the Board informed on all activities that will affect public relations.
3. Serve as district contact person during times of crisis or celebration.
4. Serve as a member of the Wellsboro Area Education Foundation Board of Directors.

QUALIFICATIONS:

- Experience will be considered;
- Proper Pennsylvania administrative certification;
- Pennsylvania letter of eligibility or letter of qualification required;
- Knowledge of school finance, school law, personnel administration, instructional leadership and community relations;
- Submission of pre-employment medical examination (Section 148 of the PA School Code);
- Submission of a current report of criminal history record from the PA State Police (Section 111 of the PA School Code)
- Submission of a current FBI Criminal History Record (Act 114);
- Submission of a current clearance report from the PA Department of Public Welfare in accordance with Act 151 of 1994;
- Submission of Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release (under Act 168 of 2014);
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable;

PHYSICAL DEMANDS:

- Ability to reach above and below the waist;
- Ability to use fingers to pick, feel and grasp objects;
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs;
- Ability to mostly sit with some walking, standing or moving throughout the work environment;

SENSORY ABILITIES:

- Visual acuity;
- Auditory acuity;

WORK ENVIRONMENT:

- Typical office environment;
- Subject to inside environmental conditions;

TEMPERAMENT:

- Must possess excellent interpersonal skills;
- Must be able to work in an environment with frequent interruptions;
- Able to make judgments and work under high level of stress;

COGNITIVE ABILITY:

- Ability to communicate effectively verbally and in writing;
- Ability to organize tasks
- Ability to handle multiple tasks;
- Ability to exercise good judgment;

SPECIFIC SKILLS:

- Must possess leadership skills;
- Must possess supervisory skills;
- Must possess computer skills;
- Ability to operate various office equipment;
- Must appropriately handle confidential information;

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job)