



## Fort Cherry School District

### Job Description

**Title:** Superintendent

**Overview:** The Superintendent of Schools is responsible for the overall operation of the School District. While he/she may delegate specific procedural or operational tasks to the staff, the final results or outcomes cannot be delegated away from the responsibility of the office.

The Superintendent at all times is directly governed by the Board of School Directors' policies. The Superintendent must comply with the statutes as set down by the State Legislature and the directives established by the State Board of Education and its administrative unit, the Department of Education, in determining direction and operational procedures for the District.

The Superintendent, by the very nature of this office, must place the educational welfare of children at the forefront of all decisions made on behalf of the District. It is the role of the Superintendent to keep the Board of School Directors informed as to the educational consequences, implied or specific, relative to all decisions reached in the execution of its duties. When a position has been taken by the Board, it is the responsibility of the Superintendent to execute the necessary steps for effective implementation of such a position.

**Locations:** Central Office

**Reports to:** Board of School Directors

**Supervises:** All Administrative and Supervisory Personnel of the School District  
All employees of the School District either directly or indirectly

**Coordinates with:** Board of School Directors  
All Administrative and Supervisory Personnel of the School District  
All Employees of the School District either directly or indirectly

## **Essential Duties:**

1. The Superintendent, as a non-voting member of the School Board, shall have the right and responsibility to speak on all matters and act as a commissioned officer of the Department of Education and undertake all the duties and responsibilities outlined in Section 1081 of the School Laws of Pennsylvania.
2. Advise the Board on the need for new and/or revised policies and see that all policies of the Board are implemented.
3. Prepare the annual operating budget recommendations and implement the Board approved budget.
4. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
5. Inform and advise the Board about the programs, practices, and challenges of the schools, and keep the Board informed of the activities operating under the Board's authority.
6. Secure and nominate for employment the best qualified and most competent teachers, supervisory, and administrative personnel.
7. Assign and transfer employees as the interest of the District may dictate and report such action to the Board for information and record.
8. Exercise direct supervision and management of all personnel in the School District including periodic and annual evaluation.
9. Hold such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
10. Keep the public informed about modern educational practices, educational trends, and the policies, practices and challenges in the District's schools.

11. Promote, encourage, and participate with School Board members in their educational development programs, including the implementation of a new Board member orientation program.
12. Keep abreast of educational trends and practices by taking an active part in professional activities of local, state, and national affairs.
13. Study and revise, together with the staff, all curriculum guides and courses of study on a continuing basis.
14. Make recommendations with reference to all appropriations for campus and buildings, and improvements, alterations, and changes in the buildings and equipment of the District.
15. Recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in textbooks and time schedules to be used in the schools.
16. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
17. Ensure the maintenance of adequate records, and personnel, school population and achievement records. Direct the proper collection, storage, and/or disposal of all contracts, securities, documents, title papers, books, or records and other papers belonging to the District.
18. Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
19. Provide suitable instructions and regulations to govern the use and care of school property for school purposes.
20. Serve as principal liaison with the Intermediate Unit, the Department of Education, and the local municipalities.
21. Ensure safety and security measures are upheld per local, state, and federal regulations.
22. Perform such other duties as may from time to time be assigned by the Board.

**Qualifications and Skills:**

- Superintendent's letter of eligibility; Doctorate in an educational-related field preferred
- Experience as a School Administrator; experience in Central Office preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations

**Terms of Employment:**

Employment obligations will be defined in the employee contract; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreed upon contract

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's contract