



COLUMBIA BOROUGH SCHOOL DISTRICT  
SUPERINTENDENT OF SCHOOLS

TITLE: Superintendent of Schools  
DEPARTMENT: District Office  
LOCATION: District Office  
REPORTS TO: Board President and School Board Member

Exempt Position  
Commission / Contract  
Review Date: 05/2019

POSITION MANAGEMENT GUIDE- Superintendent of Schools

SUMMARY:

The Superintendent is responsible to administer the school district under the direction of the Board of School Directors. The Superintendent shall work with all administrative team members and shall retain and reserve all power, rights, authority, duties and responsibilities conferred upon and invested in the position by the laws and the Constitution of the Commonwealth of Pennsylvania.

QUALIFICATIONS:

1. Master's Degree in the field of education or business
2. An understanding of school administration and the duties of a superintendent.
3. Eligibility to hold a valid Superintendent's certificate as issued by the Department of Education, Commonwealth of Pennsylvania or ten (10) years of prior related school district experience, preferred
4. Such alternatives to the above qualification as the Board may find acceptable and reasonable.
6. Experience in programs associated with high levels of diversity in the student body a plus.

REPORTS TO: Board of Education

RESPONDS TO: Board President

JOB GOAL: To plan for and administer the school system in compliance with instructions of the Board of Education, pertinent laws, state and federal regulations, and Board of Education policies.

SUPERVISES: District Employees

POSITION REQUIREMENTS:

Physical Demands      Frequent travel to school district offices, classrooms, 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 25 to 50 pounds  
Manual dexterity to use office equipment  
Repetitive movement of fingers and hands for keyboarding

Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone , interview job candidates, conduct site meetings Ability to speak clearly and distinctly
Work Environment	Generally, office setting year round
Temperament	Ability to work as a 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 staff Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions and give direction to others Ability to create and delegate assignments Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations 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
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently Must appropriately handle confidential information Ability to use audio visual equipment for group meetings, presentations, overheads, projectors, video equipment
License	Valid Driver's License
Comments	Position holder must have a friendly helpful, caring personality Position holder has relatively unrestricted access to information for the LEA and knowledge of management/operational activities Fluency in a second language is an asset

**ESSENTIAL FUNCTIONS:**

- Manages, supervises and/or performs district required duties in the following category areas:
- District administration
  - Recommending the employment and assignment of District employees
  - Organizing, supervising and arranging the administrative staff
  - Suggesting policies, regulations, rules and procedures deemed necessary for District operation
  - Recommending annual objectives for the District
  - Establishing and maintaining effective procedures and controls for District budgeting/expenditures
  - Providing Board with pertinent information regarding its legislative role and duty
  - Preparing and submitting to Board all matters requiring legal action
  - Attends Board meetings and reports as needed
  - Informs the Board as to the operation of the District
  - Recommends action to make the District operation more efficient
  - Performs other duties that are incident to the Office of Superintendent

**PERFORMANCE RESPONSIBILITIES:****A. Programs**

1. In conjunction with the Board, Administrators and staff, ensures that the District's philosophy of education, educational goals and policies are achieved.
2. Ensures that State and Federal mandates are followed (i.e. affirmative action, special education).
3. Collaborates with Board, Administration, staff, students and community to develop an efficient and effective curriculum.
4. Works with Board, Administration, staff, students and community to acquire needed instructional supplies and equipment.
5. Ensures that all Board approved programs are offered (i. e. Guidance services, special education, vocational education , tutorials, homebound instruction, independent study, current events, field trips, regular education, co-curricular and extracurricular programs, interscholastic athletics, extended learning, adult education and home education)
6. Prepares an annual report that assesses the effectiveness of the school district.
7. Develops, implements and maintains the strategic planning process for the District.

**B. Pupils**

1. Assures that the registration procedures, attendance laws and child accounting regulations for all eligible school aged children residing in the District, and all non-resident children desiring to attend the District, shall be followed.
2. In collaboration with the Board, administration and staff, maintains a curricular program that is designed to meet local, state and federal mandates and includes detailed assessment, promotion, retention and reporting procedures.
3. Maintains a curricular program and standards that are designed to meet established graduation requirements and to provide for post-graduation success.
4. Ensures that programs and procedures are implemented and maintained that protect the students' due process rights, medical well-being and safety.
5. In conjunction with the Board, administration, and staff develops and implements a disciplinary policy that meets the requirements of all applicable laws and mandates while preserving the instructional integrity and safety of the District.
5. Assists the Board, administration and staff to provide a range of co-curricular and extra-curricular activities that are designed to provide for future success in a variety of social settings.

**C. Employees**

1. Supervises the development of systems for the recruitment, employment, assignment and transfer, evaluation, in-service and development, and compensation and benefits for all District staff.
2. Ensures that programs and procedures are implemented and maintained that protect the employees' due process rights, medical well-being and safety.
3. Delineates information and expectations regarding job performance and employee conduct to all staff.
4. Supervises the employment procedures and policies for substitute staff employees.
5. Evaluates District administrators in accordance with contract or Act 93 provisions and communicates evaluation results to Board.
6. Attests to the performance of Professional Employees by signing the Evaluation Rating Form as required by state mandate.
7. Maintains responsibility for any disciplinary action required and shares information and recommendations to the Board as required.
8. In collaboration with the administrative staff, develops procedures to communicate District information to the employees.

**D. Finances**

1. Supervises the development of systems for budget development, purchase of goods and services, accountability for expenditures of district funds, and for timely analyses and reporting of the District's financial position to the Board and public.

2. In conjunction with the Board, administration, staff and community, develops goals and objectives that will guide the budget development.
3. In collaboration with the Business Manager, shall represent the District in audits as required.
4. Ensures that procedures are implemented that will satisfactorily account for gifts, donations and grants.
5. Shall coordinate procedures to acquire financial support through corporate sponsorship, advertising and payments in lieu of taxes.

**E . Property**

1. Shall supervise the acquisition, construction, maintenance, renovation and disposal of all school district facilities and property.
2. In conjunction with the Board and administration, shall provide for building security.
3. In conjunction with the Board and administrative staff, shall implement procedures for the use of facilities by staff and community.

**F. Operations**

1. Shall develop and implement plans for dealing with the operations of the District, that include, but are not limited to:
  2. Maintaining public records
  3. School organization
  4. School calendar
  5. Reporting requirements
  6. Daily schedule
  7. Daily operation
  8. School safety and emergency evacuations
  9. Technology use

**G . Community**

1. Shall establish procedures for communication between and among the Board, staff, media, public and other business, governmental, and educational organizations of the community, region and state.
2. Shall promote the District through a planned public relations objective that includes periodic attendance at school events, news releases, serving on selected school and community committees, and interacting with the staff, students and community.
3. Shall maintain relations with other educational organizations, community organizations and school-related groups.
4. Shall coordinate with the Board, administration and staff, a program that facilitates the use of volunteers within the school district.

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 the Board.

**EVALUATION:**

Performance of this position shall be evaluated annually in accordance with the provisions of the applicable policies of the 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 ADA and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned.*