

Title Superintendent of Schools

Last Revised June 18, 2015

QUALIFICATIONS

1. Possess the appropriate Pennsylvania Department of Education Letter of Eligibility
2. Extensive administrative and instructional experience within the public schools.
3. Possess and practice appropriate leadership skills.
4. Demonstrate the ability to effectively communicate using both the spoken and written word.
5. Demonstrate appropriate budgeting skills for both development and implementation of a fiscal management program.
6. Ability to work closely with the Board of School Directors for the successful development and implementation of District goals.

REPORTS TO: Board of School Directors

SUPERVISES: All Personnel of the School District

JOB GOALS:

1. Provide leadership in developing and maintaining the most effective or efficient educational program possible.
2. Direct an efficient and effective staff evaluation program.
3. Recommend, for Board approval, a fiscally responsible financial plan for implementation of District goals.
4. Assure the implementation and constant update of the Long Range Strategic Plan.
5. Develop District vision and goals.
6. Globally communicate all aspects of the district with the community.
7. Provide reviews of administrative team in regards to each administrator's personal goal achievement.
8. Community relations: establish and maintain a positive relationship between the District and Community.

DUTIES/PERFORMANCE RESPONSIBILITIES:

1. Administers all programs and services within the School District.
2. Recommends appointment of all staff in accordance with the employment policies of the School District.
3. Initiates the establishment of programs and services needed within the School District.
4. With the Business Manager, oversees the budget development process in preparation for adoption by the Board of School Directors.
5. Work with the Business Manager and/or Administrators to direct expenditure of funds within the limits of the approved budget.
6. Maintain liaison with other local, state and national educational and governmental agencies as necessary for effective operation of the School District.

PHYSICAL DEMANDS:

1. Frequent travel to school district offices, classrooms, regional offices, PDE
2. Frequent walking throughout various buildings
3. Often sitting at desk for extended periods
4. Standing for limited periods of time
5. Moderate lifting from 15 to 30 pounds
6. Some carrying - up to 30 pounds
7. Manual dexterity to use various office equipment
8. Repetitive movement of fingers and hands for keyboarding

SENSORY ABILITIES:

1. Visual acuity to read correspondence, computer screen
2. Auditory acuity to be able to use telephone, interview job candidates, conduct staff meetings
3. Ability to speak clearly and distinctly

WORK ENVIRONMENT:

1. Generally, office setting year-round.

TEMPERAMENT:

1. Ability to work as a manager and member of a team
2. Must be courteous and able to effectively manage people
3. Must be cooperative, congenial and service-oriented and promote these qualities in the department
4. Ability to work in an environment with frequent interruptions

COGNITIVE ABILITY:

1. Ability to follow written and verbal directions and give directions to others
2. Ability to create and delegate assignments
3. Ability to complete assigned tasks with minimal supervision
4. Ability to read, to write and to do complex computations
5. Ability to use correct grammar, sentence structure and spelling
6. Ability to compose clear, concise sentences and paragraphs
7. Ability to organize office setting to efficiently accomplish tasks
8. Ability to work independently and make work-related decisions
9. Ability to exercise good judgment in prioritizing tasks and directing staff
10. Ability to communicate effectively at all organizational levels.

NOTE: All abilities above must be at a professional management level, as expected from the required educational level of the job (i.e., bachelors, master's and above) and the previous experience required.

SPECIFIC SKILLS:

1. Ability to operate office equipment
2. Ability to use computer technology efficiently
3. Must appropriately handle confidential information
4. Ability to manage a complex department with varied, changing service demands

5. Ability to use AV equipment, overheads, projectors, video equipment

LICENSE:

1. Valid driver's license
2. Eligible for PA Superintendent's Commission

COMMENTS:

1. Position holder must have a friendly, helpful, caring personality
2. Position holder has relatively unrestricted access to information for the Board and knowledge of management/operational activities

The above statement reflects the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job.

TERMS OF EMPLOYMENT: Individual Contract

CERTIFICATION REQUIREMENTS: Superintendent's Letter of Eligibility

EVALUATION: Performance of this job will be evaluated in accordance with Board of Directors policies and individual contract.

SALARY: In accordance with individual contract.

Dover Area School District is an Equal Opportunity Employment, Educational and Service Organization.