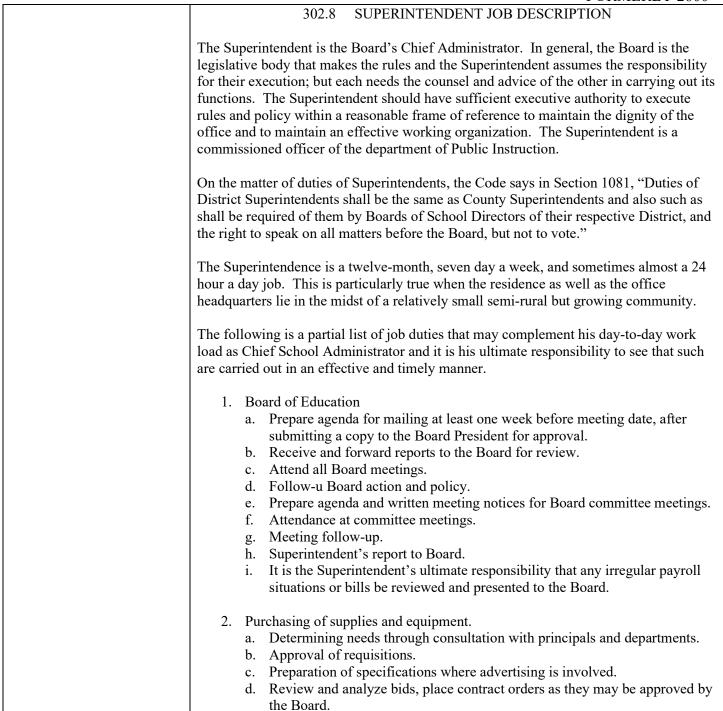
TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLESUPERINTENDENT JOB
DESCRIPTIONADOPTED:January 19, 2015

REVISED:

FORMERLY 2600



	e. Be sure that items reach check-in points before invoices are approved.f. Includes ESEA 1965-66 and NDEA 1965-66.
3.	 Transportation a. The Superintendent shall be ultimately responsible for ensuring that transportation contracts are fulfilled, and that routes, schedules, emergency decisions and actions, complaints, disciplinary and safety matters, and all required reports are taken care of in a timely and responsible manner. State Reports (too numerous to list)
т.	 a. Prepared by secretary at direction of Superintendent. b. Reviewed and signed by Superintendent and Board Secretary. c. Forwarded as scheduled to respective DPI Bureaus and to County Office. d. All reports should be forwarded to the proper offices as required.
5.	 Preparation of the annual Budget. a. Determination of needs. Instructional, supervisory, and administrative staff. Non-instructional staff. Maintenance work. Instructional supplies and equipment. Maintenance materials and equipment. Custodial supplies and equipment. Custodial supplies and equipment. Custodial supplies and equipment. Textbooks. Fuel. Utilities. Services (all). Estimating Receipts. Analyzing figures and compiling budget work sheets. Review budget with Board. The Superintendent shall submit a proposed budget to the Finance and Purchasing Committee as per Pennsylvania Department of Education (PDE) guidelines. Review with the Board of Directors beginning at the regular meeting and then at least monthly, or more often, if necessary, until budget adoption, as per Pennsylvania Department of Education (PDE) guidelines. Budget follow-up detail. The Superintendent may avail himself of the resources of the business manager, principals, Department Heads, etc. to supply needed data in
6	formulating the budget. It is the Board's intention that the Superintendent be the primary person to formulate the proposed Annual Budget. Maintenance
6.	 a. Coordination of program. b. Direction of program through administrative staff and maintenance personnel. c. Communicate with the Board on all major matters of service and expenditure. d. Shall approve purchases of equipment and supplies in accordance with Board policy.
7.	 Instructional Personnel Services a. The Superintendent is the liaison person between the State Department and the Board of Education. 1. Curriculum

3.	Certification Instructional Services School business (all areas)
5.	School buildings
	All job vacancies shall be presented to the Board for consideration. Solicitation of applicants for job vacancies and personnel interview
c. Su	arrangements shall be in accordance with Board policy. Ibstitute personnel
1.	It shall be the Superintendent's responsibility to maintain an adequate list of qualified substitute personnel to be approved by the Board.
3.	Professional staff Custodial Cafeteria
	ertification problems- proper certification