

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE SUPERINTENDENT JOB
DESCRIPTION

ADOPTED: January 19, 2015

REVISED:

FORMERLY 2600

302.8 SUPERINTENDENT JOB DESCRIPTION

The Superintendent is the Board's Chief Administrator. In general, the Board is the legislative body that makes the rules and the Superintendent assumes the responsibility for their execution; but each needs the counsel and advice of the other in carrying out its functions. The Superintendent should have sufficient executive authority to execute rules and policy within a reasonable frame of reference to maintain the dignity of the office and to maintain an effective working organization. The Superintendent is a commissioned officer of the department of Public Instruction.

On the matter of duties of Superintendents, the Code says in Section 1081, "Duties of District Superintendents shall be the same as County Superintendents and also such as shall be required of them by Boards of School Directors of their respective District, and the right to speak on all matters before the Board, but not to vote."

The Superintendence is a twelve-month, seven day a week, and sometimes almost a 24 hour a day job. This is particularly true when the residence as well as the office headquarters lie in the midst of a relatively small semi-rural but growing community.

The following is a partial list of job duties that may complement his day-to-day work load as Chief School Administrator and it is his ultimate responsibility to see that such are carried out in an effective and timely manner.

1. Board of Education
 - a. Prepare agenda for mailing at least one week before meeting date, after submitting a copy to the Board President for approval.
 - b. Receive and forward reports to the Board for review.
 - c. Attend all Board meetings.
 - d. Follow-u Board action and policy.
 - e. Prepare agenda and written meeting notices for Board committee meetings.
 - f. Attendance at committee meetings.
 - g. Meeting follow-up.
 - h. Superintendent's report to Board.
 - i. It is the Superintendent's ultimate responsibility that any irregular payroll situations or bills be reviewed and presented to the Board.

2. Purchasing of supplies and equipment.
 - a. Determining needs through consultation with principals and departments.
 - b. Approval of requisitions.
 - c. Preparation of specifications where advertising is involved.
 - d. Review and analyze bids, place contract orders as they may be approved by the Board.

- 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.

4. State Reports (too numerous to list)

- 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.
 - 1. Instructional, supervisory, and administrative staff.
 - 2. Non-instructional staff.
 - 3. Maintenance work.
 - 4. Instructional supplies and equipment.
 - 5. Maintenance materials and equipment.
 - 6. Custodial supplies and equipment.
 - 7. Textbooks.
 - 8. Fuel.
 - 9. Utilities.
 - 10. Services (all).
- b. Estimating Receipts.
- c. Analyzing figures and compiling budget work sheets.
- d. Review budget with Board.
 - 1. The Superintendent shall submit a proposed budget to the Finance and Purchasing Committee as per Pennsylvania Department of Education (PDE) guidelines.
 - 2. 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.
- e. Budget follow-up detail.
- f. The Superintendent may avail himself of the resources of the business manager, principals, Department Heads, etc. to supply needed data in formulating the budget. It is the Board's intention that the Superintendent be the primary person to formulate the proposed Annual Budget.

6. Maintenance

- 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

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| | <ul style="list-style-type: none">2. Certification3. Instructional Services4. School business (all areas)5. School buildingsb. Recruitment and interview of personnel<ul style="list-style-type: none">1. All job vacancies shall be presented to the Board for consideration. Solicitation of applicants for job vacancies and personnel interview arrangements shall be in accordance with Board policy.c. Substitute personnel<ul style="list-style-type: none">1. It shall be the Superintendent's responsibility to maintain an adequate list of qualified substitute personnel to be approved by the Board.2. Professional staff3. Custodial4. Cafeteriad. Certification problems- proper certification |
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