

EAST PENN SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT

ADOPTED: February 8, 1993

REVISED:

	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>1. Purpose The Board places the primary responsibility and authority for the administration of the district in the Superintendent and Assistant Superintendent. Therefore, the selection of a Superintendent, or Assistant, is critical to the effective management of the district.</p> <p>2. Authority When the position of Superintendent or Assistant shall be vacant, the Board shall elect a Superintendent or Assistant by a majority vote of all members of the Board and shall fix the beginning salary and length of term in accordance with law.</p> <p>During the final year of the term of office, the Board may notify the Superintendent or Assistant that it plans to seek applications from other qualified candidates for the position. Such notification shall be given at least 150 days prior to the end of the term.</p> <p>3. Guidelines The Board will actively seek the best able and most competent candidate for the position of Superintendent or Assistant. The Board may be aided in this task by a committee of Board members and/or the services of professional consultants and/or the incumbent.</p> <p>Recruitment procedures shall be prepared in advance of the search and shall include the following:</p> <ol style="list-style-type: none"> 1. The preparation of a written job description. 2. Preparation of informative materials describing the school district and its educational goals. 3. Solicitation of applications from a broad area to ensure a wide range of backgrounds and experiences and to comply with applicable EEO requirements. 4. Where feasible, the opportunity for applicants to visit the schools of the district.
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5. A screening process which ensures that the Board will have an opportunity to interview a sufficient number of candidates in order to make a final decision.
6. Recruitment and consideration of candidates in accordance with local, state and federal requirements.

The Board will seek applicants for the position of Assistant Superintendent by nomination of the Superintendent.

No person may be employed as Superintendent or Assistant unless he/she has signed an employment contract with the Board and/or has been employed by Board resolution, either of which shall include:

1. The term for which employment is contracted, including beginning and ending dates.
2. The salaries which each shall be paid.
3. The benefits to which each is entitled.
4. A statement as to the procedure to be followed and the consequences of termination or modification.
5. Provision for extending the term of the agreement.
6. A statement of evaluation procedures.

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary, shall be considered grounds for dismissal.

Board-Superintendent Relations

The Board believes that the legislation of policies is the most important function of a School Board and that the execution of the policies should be the function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policymaking and appraisal functions.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations.

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<p>School Code 111, 1001, 1003, 1071, 1073, 1075, 1077</p> <p>PA Code P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>Other Cite Pol. 104</p>	<p>In an effort to keep the Board informed, the Superintendent will notify Board members as promptly as possible of any happenings of an emergency nature which occur in schools.</p> <p>The Superintendent shall be the chief school administrator and shall be responsible for the total supervision and proper administration of district matters. He/She shall see that all relevant statutes, regulations of the State Board of Education, and the policies of this Board are carried into effect.</p> <p>The Superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by note of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.</p> <p>The Superintendent shall have a seat on the Board and the right to speak on all matters before the Board, but not to vote.</p> <p>This replaces former policies CEC, CE, CF</p>
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