Purpose

The Board places the primary responsibility and authority for the administration of the School District in the Superintendent. Selection of a Superintendent, Deputy Superintendent and Assistant Superintendents is therefore critical to the effective leadership and management of the School District.[1][2]

Authority

When the position of Superintendent, Deputy Superintendent or Assistant Superintendent shall be vacant, the Board shall elect a Superintendent, Deputy Superintendent or Assistant Superintendent by a majority vote of all members of the Board and shall fix the beginning salary and the term of office subject to any limitations set forth by law.[3][4][5]

During the final year of the term of office, the Board may notify the Superintendent, Deputy Superintendent or Assistant Superintendent that it plans to seek applications from other qualified candidates for the position. Such notification shall be given ninety (90) days prior to the end of the term.[6] At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent’s or an Assistant Superintendent’s term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant
Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate. Citation: 24 P.S. 1073; 24 P.S. 1077.

Anytime the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent. Citation: 24 P.S. 1073; 24 P.S. 1077.

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent. It will be aided in this task by a committee of Board members and/or the services of professional consultants.

No person may be employed as Superintendent unless s/he has signed a written contract with the Board for a term of three (3) to five (5) years. The contract may be modified either as to the terms and conditions of employment or the salary by the mutual agreement of the Superintendent and at least five (5) of nine (9) Board members unless otherwise prohibited by law. Citation 24 P.S. 508; 24 P.S. 1071; 24 P.S. 1073; 24 P.S. 1076.

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment. Citation: 24 P.S. 1079.

The Board will require that all candidates meet the employment requirements set forth in the School Code and by Board Policy, including, but not limited to, certification and clearance requirements.[7][11]

Qualifications

The Superintendent shall:[2][12]

1. Be of good moral character.

2. Hold a diploma from a college or institution approved by the Pennsylvania Department of Education (PDE).

3. Have completed a graduate course in education approved by the PDE.

4. Have six (6) years of successful teaching experience, not less than three (3) of which shall have been in a supervisory or administrative capacity.

5. Hold a "Letter of Eligibility" or Commission Qualification Letter from the PDE.
**Duties**

In addition to the duties set forth in the contract of employment between the Superintendent and the Board, the Superintendent shall have the following duties provided by the Code:[8]

1. To see that there shall be taught the disciplines and fields of study required by law, as well as such other courses as the board of school directors may require. To notify the board of school directors, in writing, of the school board’s neglect to provide competent teachers to teach required disciplines or courses.

2. To submit to the secretary of education an annual report of the schools under his/her supervision on or before the first Monday in August.

3. To visit personally, as often as possible, the schools under his/her supervision.

4. To give directions in the art and method of teaching as s/he deems necessary and to report to the board of school directors any insufficiency found. The Board may appoint, and they shall have the powers and duties specifically set forth in the position descriptions relating to their respective positions.

The Board may appoint a Deputy Superintendent, and the Deputy Superintendent shall have the powers and duties specifically set forth in the position descriptions relating to his/her respective position.

There shall be such Assistant Superintendents as the Board may appoint, and they shall have the powers and duties specifically set forth in the position descriptions relating to their respective positions.

**Evaluation**

Regular, periodic evaluation of the Superintendent’s performance is a Board responsibility. In carrying out this responsibility, it is recognized that the Superintendent is entitled to such a review in an objective and straightforward fashion so that his/her leadership may be as effective as possible for the school district.[9][10]

The Board shall evaluate the performance of the Superintendent in accordance with his/her employment contract and 24 PS §10-1073.1.

The Superintendent, Deputy Superintendent and Assistant Superintendents shall be evaluated annually by the Board using a written performance assessment and based on the mutually agreed upon objective performance standards included in their contracts and any key indicators agreed upon annually.

The objective performance standards may be based upon the following:

1. Achievement of annual measurable objectives established by the School District.
2. Achievement on PSSA tests.

3. Achievement on Keystone Exams.

4. Student growth as measured by PVAAS.

5. Attrition rates or graduation rates.


7. Standards of operational excellence.

8. Any additional criteria deemed relevant and mutually agreed to by the Board and the Superintendent.

The objective performance standards contained in the contract shall be posted on the District’s website. Upon the completion of the annual performance assessment, the board shall post the date of the assessment and whether or not the Superintendent, Deputy and Assistant Superintendents have met the agreed-to objective performance standards.

The Superintendent's Cabinet shall be composed of those persons designated by the Superintendent and shall meet at the convenience of the Superintendent. The Superintendent may convene the Cabinet as frequently as necessary.

**Miscellaneous**

The functions of the Superintendent's Cabinet shall be to review, develop, implement, and assess educational programs and policies for administrative programs and policies which shall be used to guide the daily operation of those respective areas of the school district under the guidance of the Superintendent.

**Legal**

1. 24 P.S. 1001
2. 24 P.S. 1003
3. 24 P.S. 1071
4. 24 P.S. 1073
5. 24 P.S. 1075
6. 24 P.S. 1077
7. 24 P.S. 111
8. 24 P.S. 1081
9. 24 P.S. 1073.1
10. 24 P.S. 1080
11. 22 PA Code 49.42
12. 22 PA Code 49.172