CATASAUQUA AREA SCHOOL DISTRICT

Administrative/District *Contract Benefits*

Superintendent of Schools

Assignment: Administration/District
Department: Administration
Reports to: Board of School Directors

Position Definition: The Superintendent of Schools is a full time (12-month) position that directly reports to the Board of School Directors. Under the direction of the Board of Education, his/her main responsibility is to provide information and input to the Board, manage school business and provide liaison between the community and the District. Exercise those duties that are mandated by State and Federal statutes, as well as those specifically designated in the Rules, Regulations and Policies of the Catasauqua Area School District while providing vision, leadership and maintaining a high level of morale in the district with administrators and staff. His/her duties include, but are not limited to, the following:

Essential Duties and Responsibilities

- ► Serve as the Chief Executive Officer of the school district under the directions and authority of the School Board.
- ► Attend all meetings of the Board of School Directors except when his/her evaluation or salary is under consideration and act as an ex-officio member of all School Board committees.
- ► Direct the total education program and daily operation of the district schools by supervision and coordination of the school district staff.
- ► Prepare and submit to the School Board recommendations relative to all matters requiring Board action, which includes providing the Board with helpful facts, weekly updates information and reports necessary to ensure the making of informed decisions.
- ► Plan and initiate programs and policies concerning the organizational, operation and educational function of the school district as directed by the School Board.
- ► Serve as the official spokesperson for the school district in providing information to the School Board, school district employees, the community, and other outside groups/agencies on matters affecting the operation of the school district.
- ► Assign and supervise, along with the district staff, the work of all employees.
- ► Evaluate the performance of District administrative personnel and oversee the annual ratings of professional staff.
- ► Assist the School Board in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the district.
- ► Direct the development of, and make recommendations for, the yearly operating budget on a timely basis that reflects the needs of the school district and the use of assets and resources.
- ► Ensure that school district students have equal access to appropriate educational programs, including extra-curricular activities and other supplemental programs deemed necessary.
- ► Serve as a member of Carbon-Lehigh Intermediate Unit #21 Superintendent's Council.
- ► Ensure that a periodic district-wide newsletter is prepared and sent to all residents and other means of communication are established within the school district.
- ► Perform other duties as assigned by the Board of School Directors.

Qualifications:

Education/Experience

- Meet the full requirements for Superintendent Certification for the State of Pennsylvania. Individual must possess a valid Pennsylvania driver's license at all times.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized and non-standardized situations.

Language Skills

- Ability to read and interpret documents such as safety rules, technical manuals, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and employees of the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee frequently is required to use hands to handle or feel and reach with hands and arms. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. The employee is regularly required to use the phone, FAX, a computer, and document imaging equipment.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.