

## FAIRFIELD AREA SCHOOL DISTRICT

TITLE: SUPERINTENDENT

2210

### POSITION DESCRIPTION:

The highest administrative position appointed by the Board of Directors for the Fairfield Area School District. The superintendent's contract, as per Pennsylvania School Code, can be for a 3 - 5 year term of office.

### QUALIFICATIONS:

- Letter of Eligibility issued by the PA Department of Education
- Diploma from a college or other institution approved by Department of Education.
- Completion of PA program graduate work in educational administration equivalent to two years' full-time study, or an out-of-state program meeting similar criteria, or recommendation of the preparing institution for certification as a school district chief school administrator or assistant chief school administrator, or six years' experience in education, of which at least three years were in a supervisory or administrative capacity.
- Completion and submission of all criminal and child abuse clearances
- Good moral character
- Doctorate and central office experience – preferred

### PERSONAL QUALIFICATIONS:

- Present a clean, neat, and well-groomed appearance
- Be able to effectively communicate with all stakeholder groups
- Be capable of maintaining confidentiality in regards to school matters
- Possess advanced computer skills
- Be self-directed and capable of organizing one's time to its best use
- Be able to direct and evaluate other staff members
- Exhibit a sense of loyalty to the school district
- Demonstrate a willingness to embrace change in order to move the organization
- Exhibit strong leadership qualities
- Be a visionary leader and a strategic thinker
- Be capable of developing good rapport with the community
- Understand the needs of all individuals associated with public schools
- Have a strong background in the principles of curriculum, instruction, personnel, and school finance
- Display a sense of fairness in dealing with all employees and students
- Exhibit the ability to work collaboratively with the Board of Directors

## ORGANIZATIONAL RELATIONSHIP:

- The Superintendent shall be directly responsible to the Board of Directors for the execution of all responsibilities listed herein.

## DUTIES AND RESPONSIBILITIES:

- To serve as the chief executive officer of and the professional adviser to the school board for all programs and services which come under the jurisdiction of the board
- To recommend to the board appropriate policies for the schools
- To keep the school board informed of matters relating to the total school program
- To make recommendations on all matters considered by the board
- To provide in-service to new school board members as well as to provide all members with current data regarding their responsibilities as board members
- To serve as the instructional leader of the schools displaying knowledge in both elementary and secondary education
- To oversee the district's curriculum and instructional program implementing state and local mandates while maintaining a program of studies aimed at the needs of all students
- To assume leadership in developing, implementing, and evaluating the district's comprehensive plan
- To encourage principals to utilize district resources to their fullest potential to provide a current educational program which meets the needs of the students
- To conduct ongoing comprehensive assessments within the district to determine the effectiveness of the educational program
- To plan for regular programs of in-service education for school personnel
- To direct building administrators to observe and evaluate professional staff members
- To work toward the best possible relationship between the schools and the communities they serve
- To encourage the use of the media to keep the public informed of educational progress in the schools
- To be the representative of the school board in all relationships with school employees
- To provide for the best possible staff relations which are compatible with the efficient and orderly administration of an excellent program of education
- To receive and acknowledge all communications between the board and their employees which are to be channeled through the superintendent
- To make recommendations to the school board concerning the retention, dismissal, granting of tenure, promotions, and salaries of all staff members
- To oversee the establishment and operation of the financial program of the school system to provide the best possible education at the lowest possible cost
- To oversee the preparation and presentation to the board for its consideration, an annual budget which reflects the needs of the students and staff members in the various schools
- To oversee the care of existing school facilities and project future building needs of the schools
- To relay to the school board all important information regarding statutory and regulatory requirements which impinge upon the conduct of education in the school district
- To remain informed of all matters on the state and federal levels which have an effect on the schools

- To oversee the operation of the food service program emphasizing the need for quality meals and fiscal responsibility
- To be the leader of the administrative team emphasizing the need to work together administratively in the best interests of all parties associated with the school
- To strive for professional self-improvement through attendance at conferences and seminars which related to the school operation
- To be the Federal Programs Coordinator for the school district
- To oversee the recruitment, interviewing and selection of all district personnel
- To assist the School Board with contract negotiations with their professional staff
- To work collaboratively with other area superintendents on advancing opportunities for students and staff
- To be knowledgeable about school law and state and federal mandates
- To execute contracts for services on behalf of the Board
- To communicate with stakeholder groups on a regular basis through print and electronic media
- To work in concert with the school solicitor on legal matters
- To be visible to the students, staff and public by attending public events in which our students are showcased
- To make decisions that are in the best interest of the students and the school district
- To perform other duties related to the position of Superintendent as requested by the Board of School Directors

## EVALUATION:

The Board of School Directors will meet on a quarterly basis for an informal review with the superintendent and provide a regular system of feedback.

A formal evaluation will be completed annually by the Board of School Directors.

*Revised April 2015*