

Council Rock School District
Bucks County, PA

Job Description

Position Title: Superintendent of Schools
Position Status: Board and Cabinet Level Administrator,
Certificated and Commissioned Professional
Location: Central Office
Reports To: Board of School Directors

INTRODUCTION:

Under direction of the Board of Education, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. STANDARDS OF EXCELLENCE:

Performance Standards:

The Superintendent of Schools shall:

- a. Ensure that student performance standards are set at internationally benchmarked levels.
- b. Provide the leadership to decide what measures of student performance will be used to assess progress toward the standards.
- c. Determine what results at the school level will be awarded and to whom the awards shall go.
- d. Define poor results at the school level and decide the consequences that will attend those results.
- e. Collaboratively assess and provide for the professional development needs of Principals and other District Administrators.
- f. Ensure that learning and teaching are the pervasive priority of each principal.
- g. Administer a system of pay for performance.
- h. Evaluate all administrators on the central issues of learning, teaching and school improvement.
- i. Be responsible for the development, maintenance, and operation of a model program for professional training and development.

2. EFFICIENT SYSTEMS OPERATION

Performance Standards:

The Superintendent of Schools shall:

- a. Direct preparation and presentation of the school budget and recommend financing levels to finance an excellent education program in a cost effective manner.
- b. Administer a program for selection of school sites, construction of school buildings, and provision of equipment and supplies.
- c. Be responsible for the conduct of the instructional program and see that courses of study, textbooks, supplies, and supervision are adequate to maintain the instructional program.
- d. Enforce the rules regulations, and policies of the Board.

- e. Submit for adoption by the Board the annual school calendar, make a continuous study of the development and needs of the schools, and prepare reports to the Board on the condition and development of the schools.
- f. Have the responsibility for the formation of school policies, plans, and programs and by preparation and presentation of facts and explanations, shall assist the Board in its duties of legislation and policy making for the schools.
- g. Have the responsibility to assume overall leadership of the district while concurrently keeping the Board aware of all proposals for change in any phase of the operation of the district.
- h. Coordinate the preparation of the agenda for Board meetings.
- i. Plan strategically and keep the Board apprised of issues long in advance.
- j. Exercise general supervision of the policies and management of the individual schools.
- k. Maintain a continuous study of the problems confronting the schools, evaluate the quality and efficiency of all schools and report as necessary to keep the Board aware of the needs of the district.

3. EMPLOYEE SELECTION

Performance Standards:

The Superintendent of Schools shall:

- a. Recommend to the Board all appointments for personnel which may be necessary for the operation of the schools.
- b. Be responsible for the assignment, alteration of assignment, suspension, and recommendation for promotion of all personnel.

4. SCHOOL/COMMUNITY RELATIONSHIPS

Performance Standards:

The Superintendent of Schools shall:

- a. Determine methodology for obtaining customer satisfaction inventories regarding the perceived status of the educational program.
- b. Collect and direct publication of all data at all levels of the program.
- c. Address community and civic groups to enlist their support.
- d. Implement the use of representative, non-political advisory groups at all levels as fundamental to decision-making.

SUPERVISORY RESPONSIBILITIES:

- 1. Directly supervises and evaluate subordinate administrators (Cabinet Level Administrators and all Building Principals) who supervise a total of more than 1,200 employees in the Finance/Planning, Curriculum/Staff Development, Special Services, and Personnel/Employee Relations, Athletics, and Building and Student Services Departments.
- 2. The Superintendent is responsible for the overall direction, coordination, and evaluation of all school district units.
- 3. The Superintendent also directly supervises one confidential Administrative Assistant employee.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. Possession of a Ph.D. or and Ed.D. is required.
2. PA certification as a Superintendent of Schools.
3. The Superintendent must have demonstrated successful experience leading schools and districts to high levels of performance.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

MISCELLANEOUS

The Superintendent shall perform such other lawful duties as assigned by the Board and as required by the Board.

Council Rock School District is an Equal Opportunity Employer, and does not discriminate with regard to race, religion, cultural background, gender, age, or physical disability.