

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Superintendent of Schools

**REPORTS TO:** Board of School Directors

**JOB SUMMARY:** To inspire, lead, guide, and direct each member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in the District may be provided with a complete, valuable, meaningful, and personally rewarding education. To act as the CEO of the School District while maintaining the accountability of all staff members in supporting the District's mission.

Further, to oversee and administer the uses of all the District facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, overriding awareness of and concern for their impact upon each individual student's education.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School Code, the policies and procedures adopted by the Board of School Directors and the administrative guidelines.
2. Reads, interprets, and incorporates instructional design and strategic planning as the common and basic structural foundations for the development of instructional programs.
3. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
4. Possesses and applies computer skills to the job.
5. Supervises the maintenance of all required records and reports.
6. Completes annual administrative assignments as recommended by the Board.
7. Initiates and participates in activities designed to further the completion of approved District/building/personal goals and objectives.
8. Ensures the highest degree of confidentiality appropriate to the position.
9. Works the hours inherent to the position, including early in the morning, evening, and overnight, if necessary.
10. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the District.
11. Supervises, either directly or through delegation, all activities of the school system according to the District policies.

12. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
13. Conducts a continuous evaluation of the progress and the needs of the District's programs, services, personnel, and facilities.
14. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the enactment of informed decisions.
15. Represents the schools before the public and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
16. Assumes responsibility for the overall financial planning of the District and for the preparation of the annual budget, and submits the budget to the Board for review and approval.
17. Assumes final responsibility for the formulation and maintenance of efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
18. Recommends for appointment, election, or employment all employees except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees except professional officers of the Board.
19. Maintains directly or through delegation such personnel records, child accounting records, business records, and other records which are required by law and by Board policy.
20. Directs staff negotiations with professional personnel.
21. Formulates school objectives, policies, plans, and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the District.
22. Recommends to the Board for its adoption all courses of study, curriculum guides, major changes in texts, the annual school calendar, and time schedules to be used in the schools.
23. Makes recommendations to the Board concerning the transportation of students in accordance with law and the requirements of safety.
24. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
25. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action to the School Board as soon as practicable, and recommends policy in order to provide guidance in the future.

26. Assumes responsibility for the successful completion of all articles contained in the contract negotiated between the Board of School Directors and the superintendent of schools.
27. Represents the District in its dealings with other school systems, institutions, agencies, and community organizations.
28. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the District, effecting a wholesome and cooperative working relationship between the schools and the community.
29. Conducts annual performance appraisals of commissioned officers and others, as per the Administrative Performance Plan.
30. Performs other duties as assigned by the Board of School Directors and complies with State and Federal guidelines.

**QUALIFICATIONS:** Doctorate in educational administration; Pennsylvania letter of eligibility; and ten years of progressively increasing responsibility in the field of education.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, and to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

**CLASSIFICATION:** Professional staff; Cabinet level position; 12 month classification. Cabinet Code – A.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*