

## ELIZABETHTOWN AREA SCHOOL DISTRICT

**POSITION TITLE:** Superintendent

**STATUS:** Full-Time

**DEPARTMENT:** Administration

**EMPLOYMENT TYPE:** Exempt

**REPORTS TO:** School Board of Directors

**CATEGORY:** Administration

**SUPERVISES:** Assistant Superintendent; Assistant to the Superintendent for Compliance & Support Services; Chief Finance and Operations Officer; Director of School and Community Information

**PAY GRADE:** Contract

**DATE LAST REVISED:** January 2023

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### **General Responsibilities/Job Summary:**

Serve as the chief executive officer, oversee the management of the district operation, and lead the staff in setting and achieving standards of academic and organizational excellence. Provide dynamic leadership in: developing a vision for the district, collaborating with stakeholders, providing a robust system of accountability, developing innovative solutions for programmatic and organizational effectiveness, and advocacy for the district and public education.

### **Essential Functions/Duties:**

- Supervise the work of staff in planning and program development.
- Develop short and long-range goals for the district's activities and growth, recommending such goals to the Board for approval.
- Analyze and appraise, regularly and systematically, the performance of each area of the district's activities against approved goals and programs.
- Engage in effective and timely communication with the Board pertaining to all matters of major importance and significance to the district's activities and progress.
- Actively communicate essential information to all staff, parents, and community members and provide forums for feedback and questions from all stakeholders.
- Promote the district actively via all public relations avenues, advocating aggressively for the district and public education with all stakeholders, both internal and external to the district.
- Actively monitor potential legislation that may impact the district and provide advocacy among elected officials.
- Collaborate with elected and appointed officials including those serving at the municipal and state levels.
- Establish and maintain a sound organization that will provide for all essential functions of the district, and recommend restructuring proposals that would increase the efficiency and efficacy of the organization.
- Develop and recommend policies and programs for employment, employee relations, benefits and services, and safety consciousness for all employees and students.
- Ensure the hiring and continued growth of properly trained and certificated principals and other supervisory employees throughout the district.
- Assist the Board in establishing salary ranges, including employment rates, for all positions and supplementary contracts.
- Approve and recommend to the Board the selection, hiring, and assignment of all personnel.
- Supervise and administer assigned personnel and direct appraisal of their performance.
- Recommend salary increases, employment, and termination of all personnel.
- Recommend job classifications for all new positions and direct programs for recruiting, training, and assignment of all personnel.
- Direct the development of programs and supporting budgets for the district's activities and recommend the same to the Board.

- Provide overall control of the district's financial activities, take appropriate action to ensure that expenses are kept within currently approved budgetary limits, and develop innovative strategies to meet short and long-term budgetary challenges.
- Maintain active contact and familiarization with all local, state, and federal programs providing financial assistance to local school districts and provide advocacy with appropriate officials.
- Oversee all curricular and co-curricular activities.
- Supervise the development and implementation of the strategic plan for the district.
- Perform other duties as assigned by the Board of Directors.
- Attend work regularly and on time and complete assigned tasks

**Additional Duties:**

- Perform other related duties as assigned by supervisor(s)

**Knowledge, Skills and Abilities:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment
- Must possess leadership skills
- Must possess supervisory skills
  - Average employee count: 4-6 direct reports/550 +/- indirect reports
- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

**Minimum Qualifications:**

- ***Education and Training:*** Master's degree necessary, Doctorate preferred
- ***Experience:*** Ten (10) to fifteen (15) years' experience in multiple areas of public education necessary, including elementary or secondary school instruction and administrative/supervision
- ***Required Certification/Licenses:*** Pennsylvania Administrative Certification and Pennsylvania letter of eligibility necessary
- ***Travel Requirements:*** Travel within the District and throughout the region as needed for meetings/conferences
- ***Additional Requirements:*** Submission of pre-employment medical examination (Section 148 of the PA School Code); Submission of the following clearances: PA State Criminal History Record (Act 34 & Act 114), PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114), Federal (FBI) Background Check (Act 24)

**Working Conditions:**

- School setting, including offices, hallways and school grounds

**Physical Demands:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs.
- Ability to mostly sit with some walking, standing, or move throughout the work environment as well as travel to and from all District Buildings

**Sensory Abilities:**

- Visual acuity

- Auditory acuity

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions of the applicable policies of the Elizabethtown Area School District

**Approvals and Acknowledgment:**

**Approved by:**

Name	Title	Date

**Acknowledged by:**

Employee Signature	Employee Name [please print]	Date

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job title. This is not a comprehensive or exhaustive list of all job duties and responsibilities. Employees may be expected to perform tasks that are not included in the job description. The Elizabethtown Area School District reserves the right to amend or change job responsibilities as needed to support the best interests of students, employees and communities within the District. 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.