

WILSON AREA SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: SUPERINTENDENT OF SCHOOLS

REPORTS TO: BOARD OF EDUCATION

SUPERVISES AND DIRECTS:

1. Direct supervision of all members of the Administrative Cabinet and Support Services Supervisors.

2. General supervision of all personnel employed by the Wilson Area School District

PRIMARY FUNCTIONS OF THE POSITION:

1. The Superintendent of Schools is the School Board's executive officer and policy advisor. He/she is a non-voting member of the Board of Education.

2. The Superintendent of Schools is the prime implementer of the School Board's policy. He/she assumes the responsibility for directing all areas of the educational process, providing the leadership for goal setting, encouraging research and experimentation, fostering good morale, promoting the interrelationship of school and community, and developing the personnel and facilities necessary for the effective and efficient operation of the schools. He/she promotes a collective district vision, helps shape school culture and climate, and provides purpose and direction for individuals and groups within the organization.

3. The Superintendent is responsible to insure that all who work within and for the Wilson Area School District have the competency, the will, and the working conditions necessary to perform the tasks for which the School District exists.

PERSONAL AND PROFESSIONAL QUALIFICATIONS

1. Letter of Eligibility to be commissioned as Superintendent of Schools in the Commonwealth of Pennsylvania.

2. Well-developed problem-solving and decision-making skills.

3. Superior ability to communicate in speech and writing.

4. Ability to work well with others, both individually and in groups
5. Ability to plan and organize, and to schedule personal time and organizational work.
6. Ability to select, assess, and evaluate the competencies of District personnel.
7. Ability to create a productive professional environment for school personnel: to arouse enthusiasm; to inspire trust and confidence; to seek self improvement; to initiate creatively; to demonstrate character, integrity, strength and humanity
8. Thorough knowledge of the techniques, procedures, and processes of educational administration, as well as a commitment to remain current in all necessary areas.
9. Ability to lead and advise the Board of Education in pursuit of the best educational program that can be financially supported.

DUTIES AND RESPONSIBILITIES:

A. Advisor to the Board of Education

1. Prepare all meeting agendas and background material necessary for the board to function in an efficient and thorough manner; attend all board meetings, including committee meetings.
2. Keep the board informed on all critical issues within the parameters of confidentiality ; present accurate and complete information in an objective manner.
3. Develop and implement procedures for superintendent-board of education interpersonal and working relationships

B. Human Resources Management

1. Establish policies and procedures for recruiting, screening, interviewing, selecting and recommending to the Board, in cooperation with the appropriate members of the Administrative Cabinet, the employment of all personnel for the School District.
2. Maintain, in good order, the personnel records of all District employees.
3. Supervise and provide for the orientation, inservice training, and development of all District personnel.

4. Evaluate the performance of all personnel; issue appropriate correctives within a legal and ethical progressive discipline framework.
5. Recommend personnel for tenure, promotion, continued employment, and/or dismissal, as appropriate.
6. Recommend and implement personnel policy
7. Diagnose and improve organizational health and morale.
8. Advise instructional and non-instructional staff members.
9. Supervise and adjust the work schedule of all employees
10. Maintain a staff of certified substitute teachers, as well as substitute support personnel.
11. Advise the board during the negotiations process with employee groups.
12. Respond to requests for advice and information from employee groups during the negotiations process.
13. Implement and administer all written contracts and/or agreements between the Board of Education and employee organizations. Respond to various challenges for clarification via grievances, unfair labor practices, etc.
14. Recommend a salary program for all employees in the District not included in the collective bargaining process.

C. Communications/ School and Community Relations

1. Supervise and coordinate the District's public relations program.
2. Supervise the preparation of information, reports and communications for dissemination by the District or by the public media.
3. Articulate the district's purpose and priorities to the community and mass media; request and respond to community feedback.
4. Apply communication skills to strengthen community understanding and support, to align constituencies in support of district priorities, and to build coalitions to gain financial and programmatic support.

5. Develop an internal communication system to help communicate and formulate the district vision, mission, and priorities; to foster collaborative decision-making and accountability; and to promote conflict mediation and consensus building to solve internal problems.

6. Encourage all staff members to properly and accurately interpret and communicate the school program throughout the community.

D. Instructional Programs/ Development and Monitoring

1. Develop and implement curriculum policies and procedures that provide for continued and systematic renewal, curricular alignment, and broad-based input.

2. Promote curriculum planning based upon an assessment of present and future needs.

3. Promote the use of computers and other technologies to enhance student learning.

4. Encourage and facilitate developmentally appropriate instructional practices, as well as an expanding repertoire of instructional strategies for all instructional staff.

5. Analyze available instructional resources and assign them in the most cost-effective and equitable manner to enhance student learning.

6. Promote improved methods of reporting student status, achievement, and progress to students and their parents.

7. Assist in identifying and utilizing all community, county, state, and national agencies and resources for the improvement of the instructional program.

8. Make recommendations to the Board of Education regarding the educational needs of the community, including adult, recreation, vo-tech, community college programs.

E. Organizational Management

1. Develop and maintain a process for maintaining accurate fiscal reporting.

2. Acquire, allocate, and manage human, material, and financial resources to effectively and accountably ensure successful student learning.

3. Use technological applications to enhance the administration of business and support systems.
4. Demonstrate financial forecasting, planning, and cash flow management.
5. Perform budget planning, management, account auditing, and monitoring; direct and assist in the preparation and interpretation of the District budget for School Board consideration and decision.
6. Serve as fiscal advisor to the Board; supervise the preparation of all the financial reports of the School Board.
7. Supervise the salary program for all District employees.
8. Aid in determining the need for and design of all educational facilities; assist with planning for the maintenance, improvement and construction of all school facilities.
9. Effectively and efficiently administer auxiliary programs, such as custodial, maintenance, food service, transportation, and facilities.
10. Define and oversee processes for gathering, analyzing, and using data for informed decision-making ; monitor clear and accurate communication of those decisions.
11. Demonstrate a problem-framing process; encourage such as an organizational process to assist with problem-solving.
12. Delegate responsibility for decision-making and organizational work as appropriate.

F. Values and Ethics of Leadership

1. Understand and model appropriate value systems, ethics, and moral leadership.
2. Exhibit multicultural and ethnic understanding and related behavior.
3. Promote the adaptation of educational programming to the needs of diverse constituencies.
4. Balance complex community demands in the best interest of the students

5. Respond in an ethical and skillful way to the electronic and printed news media .

6. Demonstrate ethical and personal integrity at all times; model accepted moral and ethical standards in all interactions.

7. Participate in personal and professional development activities .