NORWIN SCHOOL DISTRICT
JOB DESCRIPTION

Superintendent of Schools

JOB ANALYSIS

To provide the necessary leadership and to articulate the vision for the future of the District.

To inspire, lead, and direct employees to achieve the highest levels of excellence so that each student is provided with a challenging, meaningful, and rewarding education.

To oversee and administer the use of District facilities, property, and funds with maximum efficiency, cost-effectiveness, and an ever-present, overriding awareness of and concern for their impact upon education of individual students.

To build on the success of the District by enhancing business-education-community partnerships to help sustain educational programs and services.

To promote connections among education, workforce quality, and economic development so that students are prepared with the 21st Century skills necessary for success in the global workforce.

Further, to provide expanded learning opportunities based on research, innovation, and entrepreneurship through Science, Technology, Engineering, and Mathematics (STEM) initiatives.

ESSENTIAL FUNCTIONS

1. Serves as chief executive officer with the Board of School Directors and attends meetings of the Board, except when his/her own appointment, contract or salary are being considered.

2. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and carry out the policies of the Board.

3. Formulates school objectives, policies, plans and programs; presents facts and explanations necessary to assist the Board in its duty of legislation for the District.

4. Supervises, directly or indirectly, all employees of the District.

5. Recommends for appointment, election or employment, professional personnel to be hired by the Board.
6. Directs the preparation of the annual budget for adoption by the Board and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.

7. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of instructional programs; approves the special transfer of students from one attendance area to another only when conditions in each case warrant such action.

8. Represents the District before the public and establishes and maintains a program of public relations to keep the public informed of the activities and needs of the School District, thus creating a wholesome and cooperative working relationship between the District and the community.

9. Supervises the effective implementation of all constitutional or statutory laws, state and charter regulations and Board policies.

10. Communicates, directly or through delegation, actions of the Board relating to personnel matters to all employees; manages all communication from employees to the Board.

11. Exercises power to implement Board policy, make rules, and give instructions to school employees and students.

12. Acts on own discretion in any matter not covered by Board policy, and reports such action to the Board as soon as practicable and recommends policy to provide future direction.

13. Summons employees of the District to attend such regular and occasional meetings necessary to carry out the educational programs of the District.

14. Suspends any employee for just cause and reports such suspension to the Board at the next meeting thereafter for final action.

15. Recommends to the Board for final action the promotion, salary changes, demotion or dismissal of any employee.

16. Nominates for appointment, assigns, and defines the duties of all personnel, subject to approval of the Board.

17. Assigns and transfers employees as the interest of the District may dictate, and reports such action to the Board for information and record.

18. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.

19. Establishes and maintains efficient procedures and effective controls for the expenditure of school funds in accordance with the adopted budget, subject to the direction and approval of the Board.

20. Makes recommendations to the Board concerning the transportation of students in accordance with the law and requirements of safety.

21. Provides suitable instructions and regulations to govern the use and care of school facilities and properties for school purposes.
22. Supervises the maintenance of records for the District, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. In conjunction with central office administrators, acts as custodian of such records and contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

23. Represents the District in its dealings with other school systems, institutions and agencies, community organizations and the general public.

24. Attends conventions and conferences to keep current with the latest educational trends.

25. Serves on the Board for the Norwin Community Foundation and Norwin School District Community Foundation, and acts as Ex-officio Member of the Norwin Chamber of Commerce Board of Directors. Serves on the Superintendents' Advisory Committee for the Westmoreland Intermediate Unit and the Professional Advisory Committee for Central Westmoreland Career and Technology Center.

26. Reviews with staff all curriculum guides and courses of study on a continuing basis.

27. Recommends, for Board approval, the annual school calendar, all courses of study, curriculum guides, textbooks and time schedules to be used in the schools.

28. Files, or causes to be filed, all reports required by the State and School Code.

29. Approves vacation schedules and other leaves of absence for all salaried District employees.

30. Conducts periodic District administration meetings.

31. Makes the administrative decisions necessary for the proper function of the School District.

32. Maintains files and records of teacher certification, hearings, grievances, state reports, etc.

33. Evaluates District administrative staff.

34. Uses prudent judgment and discretion for student safety to determine school delays, cancellations and early dismissals resulting from adverse weather conditions or emergencies.

35. Submits requests for overnight in-state and out-of-state educational field trips to Board for approval.

36. Approves flyers and other requested materials to be distributed to students.

37. Develops and/or delegates the development of administrative procedures for the effective operation of the District.
38. Assists in the negotiation of employee contracts.
39. Oversees the operation of District athletic and co-curricular programs.
40. Serves as a member of the District’s Emergency Management Plan Team.
41. Ensures proper adherence to District policy and procedures, and ensures proper adherence to applicable contract language that is in effect for the District.
42. Directly supervises and evaluates the following administrators:
   - Assistant Superintendent of Elementary Education
   - Assistant Superintendent of Secondary Education
   - Director of Human Resources
   - Director of Business Affairs
   - Director of Pupil Services and Special Programs
   - Director of Student Activities and Transportation
43. Performs such other tasks as may be assigned by the Board.

**COGNITIVE ABILITIES**

Ability to establish and maintain rapport with staff, business associates, and general community.

Ability to work on multiple tasks and prioritize appropriately.

Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.

Ability to communicate effectively.

Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.

Ability to identify and isolate issues and develop rational solutions to problems.

Ability to administer policy in a manner consistent with good judgment and sound rationale.

Ability to recognize changes occurring in society and their relationships to education.

Ability to generate genuine enthusiasm for positive and meaningful change.

Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
Ability to maintain a high level of physical stamina, stability, and creativeness.

Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.

Ability to deal with personnel considerations in a fair, firm, and equitable manner.

Ability to supervise others using acceptable human relations skills.

Ability to communicate in both oral and written form.

Ability to foster and maintain positive relationships with the Board, students, parents, and staff.

Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

**PROFESSIONAL QUALIFICATIONS**

Requirements for the position include:

- An earned doctorate in educational administration preferred.
- Classroom teaching experience of at least five years.
- Building level supervisory experience of at least three years.
- Central office or District-wide responsibility experience of at least three years.
- Superintendent’s Letter of Eligibility as required by the Commonwealth of Pennsylvania.
- Computer literacy.
- Executive Core Qualifications, including the ability to lead change and lead people, the ability to meet District goals with a focus on results, the possession of business acumen, and the ability to build coalitions. Must be able to lead and manage, and to ensure that targeted goals and initiatives are achieved.
- Ability to enhance overall educational programs and services for all students by building capacity and consistency for effective change and sustainability.
- Ability to increase capacity, accountability, and efficiency for improved effectiveness among administrative and professional personnel.
• Ability to enhance communication, critical thinking skills, and collaboration among administrative and professional personnel.

• Ability to promote team-building and shared responsibilities among administrative and professional personnel.

• Ability to perform the above responsibilities at a high level.

Demonstrated knowledge and application of effective administrative principles, practices and trends.

**REPORTS TO**

Board of School Directors.

**POSITION REQUIREMENTS**

**Physical Demands:**
- Frequent travel to School District offices, buildings, classroom and grounds.
- Frequent traversing throughout various buildings.
- Sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

**Sensory Abilities:**
- Ability to communicate effectively in all aspects of the job.

**Work Environment:**
- Generally, office setting year round.

**Temperament:**
- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.
Workplace Expectations:
Ability to follow directions and give direction to others.
Ability to create and delegate assignments.
Ability to complete assigned tasks without supervision.
Ability to communicate, comprehend and perform complex computations.
Ability to use correct grammar, sentence structure and spelling.
Ability to compose clear, concise sentences and paragraphs.
Ability to organize office setting to efficiently accomplish tasks.
Ability to multitask.
Ability to work independently and make work-related decisions.
Ability to exercise good judgment in prioritizing tasks.
Ability to communicate effectively at all organizational levels.
Ability to operate office equipment.
Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
Ability to appropriately handle confidential information in accordance with District policies.
Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).

Driver’s License:
Must have a valid PA driver’s license.

Clearances:
Must have valid Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check) and FBI (Federal Bureau of Investigation) Criminal History Check. Must also complete and submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011.

TERMS OF EMPLOYMENT
Twelve-month work year. Terms and conditions of employment shall be as agreed upon by the Superintendent and Board, and incorporated into a written agreement between the Board and the Superintendent. The length of the period of employment must conform to Section 1073 of the Pennsylvania School Code, being either three (3), four (4), or five (5) years.
EVALUATION

Performance shall be evaluated by the Board based upon this job description and in accordance with provisions on evaluation incorporated in the written agreement.

Approved by Administration and Provided to the Board of School Directors on February 20, 2012.