

# Northern Lebanon School District

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## Position Guide

**TITLE:** Superintendent of Schools

**DEPARTMENT:**

**SUPERVISOR:** Board of School Directors

**FAIR LABOR STANDARDS ACT CLASSIFICATION:** ☒ Exempt ☐ Non-exempt

### SUMMARY DESCRIPTION

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The Superintendent of Schools serves as the Chief Executive Officer (CEO) and Instructional Leader for the district. This position is responsible for establishing guidelines that direct the educational philosophy that governs the role of all administrators, teachers and support personnel, as well as overseeing and administering the use of district facilities, property, and funds with maximum efficiency, cost-effectiveness, and an ever-present awareness of and concern for their impact upon the education of individual students.

All job functions are to be executed through the lens of high-quality customer service and servant leadership. Customers are defined as both internal and external clients. Examples demonstrative of high-quality customer service may include, but are not limited to the following:

- Prompt responsiveness to inquiries
- Professional and courteous verbal and nonverbal communication
- Proactive problem solving

### ESSENTIAL JOB FUNCTIONS

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1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex-officio member of committees.
3. Assists the Board in all planning to include short-term and long-term strategic, financial, physical, and educational planning.
4. Administers as chief school executive, guiding the development and maintenance of positive educational programs designed to meet the needs of the community and to clearly carry out the policies and vision of the Board.
5. Reviews, develops, designs, and advises the Board on the need for new or revised policies, and insures that all policies of the Board are implemented.
6. Acts on own discretion if emergency action is necessary in any matter to insure the safety of the students, staff, and facilities of the district.
7. Communicates important and relevant information to appropriate key stakeholders to include the Board, the staff, the community, and the Solicitor. This includes the preparation of Board agendas, Board minutes, activities within the district, and legislative issues/concerns as examples.
8. Supervises the carrying out of all laws, regulations, and Board policies.
9. Conducts a periodic audit of the total school program to include curriculum, texts, calendars, and transportation, and advises the Board on recommendations for the educational advancement of the schools.

10. Oversees the daily operations of all schools and ensures students receive the highest levels of education available based on their specific needs.
11. Manages the labor relations of the district to include: hiring, transfers, demotions, discipline, furloughs, terminations, salary placement, job descriptions, grievances, and collective bargaining.
12. Collaborates and builds relationships with teachers, administrators, Board members, community, political leaders, and business leaders in an attempt to improve the education and welfare of the students we serve. Maintains visibility in the community.
13. Supervises and evaluates the teaching, supervision, and administration taking place within the schools.
14. Assists with and supervises the preparation and presentation of the annual budget, and recommends it to the Board for approval. This includes the procurement of grants and other alternative funding that may be available to the district.
15. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
16. Files, or causes to be filed, all reports required by the state and school code.
17. Maintains best-practice knowledge in all areas of curriculum and school operations by attending appropriate professional development activities.
18. Develops and maintains professional relationships with community leaders, legislators, Pennsylvania Department of Education, CTC, and IU staff.
19. Oversees all construction and renovation activities within the district.
20. Ensures the maintenance of all legal documents and records to include Board meeting minutes, personnel/payroll files, and business office transactions.
21. Engages the community in an effort to show all of the positive aspects of the education offered through the district.

#### **PHYSICAL/MENTAL/ENVIRONMENT**

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<b>ACTIVITIES:</b>	Sit 70% - Walk/Stand 30%
<b>LIFTING:</b>	Some lifting up to 25 lbs.
<b>VISION:</b>	Normal
<b>MENTAL DEMANDS:</b>	Interpret, analyze, organize, prioritize, evaluate, and problem solve complex issues.
<b>ENVIRONMENT:</b>	Normal office and classroom environment

#### **EMPLOYEE SIGNATURE**

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I have reviewed this job description; the essential job functions, knowledge and skills requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I am able to fulfill all essential functions, requirements and demands of this position as stated with or without reasonable accommodations.

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Please Print Name

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Signature

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Date