



BETHEL PARK SCHOOL DISTRICT

JOB PROFILE: Superintendent of Schools

Reports to/Evaluated by: Board of Directors

Classification: Professional Exempt

Department: Central Office

Days/Year: 260

Essential Duties and Responsibilities

Superintendent will be the primary leader for the district and will work collaboratively with the administrative team and faculty to ensure the district's programs are "best in class."

1. Promotes and directs the educational advancement and growth of the Bethel Park School District.
2. Continuously evaluates the effectiveness of the educational program; and makes recommendations to the Board regarding courses of study and extra-curricular activities.
3. Recommends adoption of textbooks and other curricular materials.
4. Ensures the courses of study required by the state law or school board policy are being taught and making the board aware if staff is inadequate to comply with state requirements
5. Visits the District's schools, observes, provides direction, and reports insufficiencies to the board.
6. Rates or oversees the annual rating process for teachers' performance and approves unsatisfactory ratings.
7. Notifies all temporary professional employees of their professional quality, progress and performance rating in collaboration with principals and directors.
8. Maintains accurate records of the certifications held by the district personnel, requests emergency teaching permits and attests to the satisfactory completions of requirements for permanent certifications.
9. Reports to the Secretary of Education and the Professional Standards and Practices Commission when a certified educator has been dismissed for cause of charged with crimes that may be grounds for suspension or revocation of professional certificate.
10. Exercises the authority to suspend employees for just cause and report any such suspension to the Board at the next regular or special meeting.
11. Participates in contract negotiations.
12. Oversees that appropriate (and required) training is provided to staff to ensure compliance for quality and safety.
13. Supervises the grading, classification, and promotion of pupils, and ensure proper records and reports of pupil progress are maintained.
14. Approves parent requests that pupils be excused to attend off-site religious instruction.
15. Enforces child labor laws and issue work permits authorizing employment of minors.
16. Issues medical or religious exemptions from immunization requirements.
17. Manages major student/school crisis-major discipline issues, racial issues, postvention, etc.
18. Approves private tutoring in place of school attendance and qualifications of tutors.
19. Serves as a member of the intermediate unit council advising the intermediate unit executive director.
20. Serves as a member of the Superintendent's Advisory Board for the Vocational Technical School of record.
21. Provides military recruiters with lists of senior class students.
22. Signs various notices, convene conferences and prepare certifications required in connection with special education services and assignments.
23. Maintains harmonious relationships with non-public schools with regard to federal programs, transportation and shared time programs
24. Provides annual and other required reports or information to the Secretary of Education regarding school

- district operations, including suggestions for improvement and change.
25. Prepares the agenda and attend meetings of the Board.
 26. Works cooperatively with the Board to develop and maintain policies and oversee implementation of the policies.
 27. Provides general supervision of all activities and their supportive offices or agencies.
 28. Participates in the preparation of the budget and responsibility for budgetary control.
 29. Develops and maintains a line of communication pertaining to the school affairs between the Board, staff and community.
 30. Accepts responsibility for professionally representing the district in matters involving the administration of the schools
 31. Strives to improve school and community relations through contacts with school personnel, pupils, parents, and other members of the community.
 32. Keeps the Board informed of issues or activities that may affect public relations or community perceptions.
 33. Prepares and submits reports as requested by the Board, pertinent to the conditions and developments in the District.
 34. Ensures compliance with emergency evacuation drill requirements and issue related rules and regulations.
 35. Ensures compliance with all regulations including those pertaining to child abuse, clearances, facilities, and operations, transportations, etc.
 36. Administers programs for selection of school sites, construction of buildings, and provision of equipment and supplies.
 37. Ensures the laws applying to attendance of children at school are enforced.
 38. Ensures that federal, state, and board policies, procedures, rules, regulations and laws are enforced.
 39. Performs such duties, responsibilities, and special projects as assigned by the Board of School Directors.

Performs in accordance with school policy, administrative regulations, state and federal laws.

Qualifications

- A Doctoral Degree in Education Administration or related field is preferred.
- Ten years of related experience preferred
- Pennsylvania Letter of Superintendent Eligibility is required
- Experience in K-12 building leadership in public education is preferred
- A broad working knowledge of the school system.
- Ability to demonstrate leadership and communicate with individuals and groups within and outside the school district
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Extensive experience in the development, implementation and assessment of curriculum

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill and/or ability required.

Temperament and Specific Skills

- Ability to work as a member of a team
- Strong communication skills
- Must be courteous
- Ability to work in an environment with frequent interruptions

Specific Skills:

- Ability to operate office equipment

- Ability to use computer technology efficiently

Other Skills and Abilities

- Ability to follow written and verbal directions
- Ability to complete assigned tasks with minimal supervision
- Ability to read, write, and do complex computations
- Ability to use correct grammar, sentence structure, and spelling
- Ability to organize office setting to efficiently accomplish tasks
- 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 deal with problems and resolve
- Ability to communicate clearly and concisely, both orally and in writing. Maintain a visible presence in the schools
- Ability to perform duties according to District policies and state and federal regulations

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position is considered to be a SEDENTARY Physical Demand Characteristic of Work position according to the physical demand's strength rating of the Dictionary of Occupation Title, Fourth edition published by the US Department of Labor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary (S)	Light (L)	Medium (M)	Heavy (H)	Very Heavy (V)
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently, or negligible amounts constantly or requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly or requires frequent running or climbing.	Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently or up to 20-50 lbs. constantly.

Work Environment

The work environment will vary from an office setting to more moderate situations such as conference rooms or large group professional settings. The majority of time will be spent indoors with consideration for adaptability to all weather conditions related to outdoor activities and/or travel. The employee must be able to work in air-conditioned and heated environments under florescent lighting. The employee may be required periodically to work remotely, as needed or required.

Primary Work Location

Office Environment	Shop
Classroom/Building	Vehicle
Outdoors	Travel

Physical and Non-Physical Demands Key

C-Continuously	F-Frequently	O-Occasionally	R-Rarely	N-Never
2/3 or more of the time	From 1/3 to 2/3 of the time	Up to 1/3 of the time	Less than 1 hour per week	Never occurs
Standing	O	Crawling	N	
Sitting	C	Bending	R	
Walking	O	Twisting	R	
Lifting	R	Climbing	R	

Carrying	R	Balancing	R
Pushing/Pulling	R	Vision	C
Reaching	O	Hearing	C
Handling	R	Talking	C
Fine Dexterity	F	Foot Controls	N
Kneeling	R	Teamwork	C
Crouching	R	Tedious or exacting work	F
Time Pressures	F	Noisy or distracting environment	R
Emergency Situations	O	Other (Specify): Flexible work hours to accommodate building schedules and professional development	R
Frequent Change of Tasks	O	Other (Specify):	
Irregular Work Schedule/Overtime	R	Other (Specify):	
Multi-tasking	F	Other (Specify):	
<i>The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.</i>			
Effective Date:		Approval:	

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the applicable policies of the Bethel Park School District.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. The employee in this position will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties.

In signing this Job Description, I acknowledge that I have received a copy of the job description in which I am currently employed. I understand that a signed copy will be placed in my personnel file.

Employee Signature_____ Date_____