

Harrisburg School District	NEPN Code: AFAB
Policy Manual	

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

A. Qualifications

- a. The Superintendent shall be properly certified according to standards prescribed by the Department of Education.
- b. He/she shall have established him/herself as an educational leader in the profession.
- c. He/she shall have had previous experience consisting of at least five years of successful teaching in the classroom or administrative experience.

B. Appointment

The School Board shall appoint the Superintendent of Schools for a term of not more than three years. If at any time his/her services are unsatisfactory, he/she shall be notified in writing and be given an opportunity to correct the conditions, which are unsatisfactory. If the conditions are not corrected, he/she shall be given written notice at least five months before the expirations of his/her contract that his/her services will not be retained. Extenuating circumstances will be dealt with on a case by case basis.

C. Duties

- a. The Superintendent shall serve as executive officer of the School Board and shall be charged with the responsibility for implementing the policies of the Board. He/she shall confer with the Board president on the agenda for each Board meeting and attend all meetings with the exception of any meeting which involves his/her employment.
- b. He/she shall administer the school in accordance with adopted policy and the rules and regulations of the Department of Education.
- c. He/she shall be responsible for the preparation of the budget.
- d. He/she shall recommend employees for appointment, demotion, transfers, or dismissal in accordance with policies of the Board and shall yearly evaluate Administrators, submitting a report to the School Board.
- e. He/she shall be responsible for the assignment of duties of the instructional and non-instructional personnel.
- f. He/she shall constantly appraise the curriculum and make suggested changes to the Board.
- g. He/she shall supervise and recommend the adoption and the selection of textbooks and instructional supplies that have been recommended to him/her by the instructional personnel assigned to the task.

- h. Working with the School Board, he/she shall submit the formulation of a revision of salary schedules within the financial resources of the community and make recommendation to the School Board on this matter.
- i. He/she shall purchase supplies and equipment as necessary with which shall be within the budget approved by the School Board.
- j. It shall be the responsibility of the Superintendent to furnish leadership in developing a sound public informed of the school program.
- k. He/she shall inform the Administrators of board policies dealing with matters related to their areas of responsibilities. It shall be his/her duty to maintain a smooth working relationship with fellow Administrators by frequent meetings on school affairs.

Adopted: March 24, 2014

Revised: