

WINDBER AREA SCHOOL DISTRICT
JOB DESCRIPTION

Department: - Administration

Standard Title: - Superintendent of Schools

Primary Function:

The Superintendent of Schools will execute all duties required for an effective educational program.

Supervision Received:

The Superintendent of Schools is directly responsible to the Board of Directors.

Direction Exercised:

The Superintendent of Schools is responsible for the supervision of all department, programs, personnel and students in the Windber Area School District

Essential Duties:

1. To administer the development and maintenance of a positive educational program designed to meet the needs of the community.
2. To administer all policies of the Board of Education.
3. To recommend the number and types of positions required to provide proper personnel for the operation of all programs.
4. To recommend policies on organization, finance, instruction, school plan, and other functions of the school system.
5. To nominate for appointment, to assign, and to define the duties of all personnel, subject to approval of the Board of Education.
6. To confer periodically with professional, support and lay advisory groups concerning the school program and transmit to the Board of Education suggestions gained from such meetings.
7. To supervise the presentation of the annual budget and to recommend it to the Board of Education for approval.

8. To keep the Board of Education continually informed on the progress and conditions of the schools.
9. To attend and participate in all meetings of the Board of Education.
10. To conduct a continuous study of the development and needs of the schools and keep the public and Board of Education informed.

Secondary Duties:

1. Perform temporary duties as assigned by the Board of Directors.
2. Keep informed of modern educational thought and practices through advanced study, attending educational conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Superintendent of Schools shall hold a Letter of Eligibility.
2. Knowledge of curriculum development, instructional methodology and effective assessment practices.
3. Knowledge of program planning and budgeting.
4. Knowledge of human resource management.
5. Excellent communication, problem solving and organization skills.

Salary:

The salary and work year of the Superintendent of Schools shall be set by the Board of Education.