# SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE

**EMPLOYEES** 

TITLE: EMPLOYMENT OF

SUPERINTENDENT/

**ASSISTANT** 

**SUPERINTENDENT** 

ADOPTED: November 15, 2011

**REVISED:** 

### 302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT

1. Purpose SC 1001

The Board places the primary responsibility and authority for the administration of this district in the Superintendent **and Assistant Superintendent**. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective **leadership and** management of the district.

2. Authority SC **508**, 1071, 1073, 1075, **1076**, **1077**, **2107** 

When the position of Superintendent or Assistant Superintendent **becomes** vacant, the Board shall elect a district Superintendent or Assistant Superintendent by a majority vote of all members of the Board **and** shall fix the beginning salary and term of office. Such term may be three (3), four (4), or five (5) years, beginning with the effective date of the appointment to office.

SC **1073**, 1077

During the final year of the term of office, the Board may notify the Superintendent or Assistant Superintendent that it plans to seek applications for the position from other qualified candidates. Such notification shall be given **by the Board** at least 150 days prior to the end of the term.

The Board **shall** actively seek the best qualified and most capable candidate for the position of Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

The Board **shall** seek applicants for the position of Assistant Superintendent by nomination of the Superintendent.

3. Guidelines

#### Recruitment

Recruitment procedures shall be prepared in advance of the search and **may** include the following:

42 U.S.C. Sec. 12101 et seq 1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.

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SC 1002, 1003, 1078 Title 22 Sec. 49.172	2. Preparation of written qualifications, in addition to <b>applicable</b> state requirements, for all applicants.
	3. Preparation of informative material describing the school district and its educational goals.
	4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.
	5. Opportunity for applicants to visit the district schools, at the Board's invitati
Pol. 104 P.L. 88-352 P.L. 92-318	6. Recruitment and <b>evaluation</b> of candidates in accordance with Board policy <b>ar</b> state and federal law.
	A screening process <b>shall</b> be established that ensures the Board has an opportunity interview a sufficient number of finalist candidates so that an appropriate range of choices is available for final selection.
	The Board <b>shall</b> determine prior to interviewing finalists <b>which</b> expenses associat with such interviews will be borne by the school district.
	Employment
SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history <b>and child abuse</b> at the district has evaluated the results of that screening process.
	No person <b>shall</b> be employed as Superintendent or Assistant Superintendent unles s/he has signed an employment contract or has been employed by Board resolutio either of which may include:
SC 1073, <b>1076</b>	Term for which employment is contracted, including beginning and ending dates.
	2. Salary <b>contracted</b> and the intervals at which it <b>will</b> be paid.
	3. Benefits to which the <b>employee</b> is entitled.
	4. Statement <b>of</b> the procedure to be followed and the consequences of terminatio or modification.

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	5. Provision for extending the term of the agreement.
	6. Procedures for resolv <b>ing</b> misunderstandings or disagreements.
	7. Statement of <b>mutually</b> agree <b>able</b> evaluation procedures.
SC 1004	Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.
Title 28 Sec. 23.43 42 U.S.C. Sec. 12101 et seq	After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.
	Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.