

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT

BERMUDIAN SPRINGS SCHOOL DISTRICT

ADOPTED: March 14, 2006

REVISED: January 13, 2015

<p>1. Purpose</p> <p>2. Authority SC 1001</p> <p>SC 508, 1001, 1071, 1073, 1075, 1076, 1077, 1079,</p> <p>SC 1073, 1077</p> <p>SC 508, 1071, 1076, 1077</p>	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>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. The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent.</p> <p>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), to five (5) years, beginning with the effective date of the appointment to office.</p> <p>At a regular Board meeting occurring at least 150 days prior to the expiration date of the Superintendent's or Assistant Superintendent's term of office, the meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her for a further term or that other candidates will be considered for the office. In the event that the Board fails to take such action, the Superintendent or Assistant Superintendent shall continue in office for a further term of similar length to that which is currently being served.</p> <p>An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon the nomination by the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.</p> <p>In the event of a vacancy in the office of Superintendent, the following procedure shall be followed:</p> <ol style="list-style-type: none"> 1. The Board shall, at a preliminary meeting, study the salary, qualifications, and duties of the Superintendent in order to ensure their timeliness. 2. The Board shall select a committee of several Board members or the entire
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302. EMPLOYMENT OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT - Pg. 2

	<p>Board or seek expert assistance from an outside consultant to conduct the employment process in the highest professional manner. A sequential plan shall be followed to make the vacancy known, secure applications, secure credentials of applicants, and present them to the Board for preliminary study.</p> <p>3. The Board, or its consultant, shall screen the applicants on the basis of documents submitted, and select candidates to be invited for personal interviews. No interviews shall be granted except on the invitation of the Board.</p>
SC 1079	<p>When the Board finds it impossible or impractical to fill immediately any vacancy occurring in the position of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve no longer than one (1) year from the time of such appointment.</p>
SC 1079	<p>When a leave of absence has been granted to the Superintendent or Assistant Superintendent, and it is deemed necessary or desirable, the Board may appoint a substitute Superintendent or Assistant Superintendent to serve for such period of time as the regular Superintendent or Assistant Superintendent is absent on leave.</p>
3. Guidelines	<p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p>
42 U.S.C. Sec. 12101 et seq	<p>1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.</p>
SC 1002, 1003, 1078 Title 22 Sec. 49.172	<p>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</p> <p>3. Preparation of informative material describing the school district and its educational goals.</p> <p>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</p>
Pol. 104 P.L. 88-352 P.L. 92-318	<p>5. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</p>
	<p><u>Search Conducted By Board</u></p> <p>If the Board elects to conduct its own Superintendent search, the following are procedures the Board may consider once applications have been received:</p> <p>1. Initially, the Board shall choose an appropriate number of candidates to</p>

302. EMPLOYMENT OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT - Pg. 3

<p>SC 1009</p>	<p>interview, from which a smaller number of finalists will be selected. Finalists shall be invited to return for a second interview.</p> <ol style="list-style-type: none">2. Initial interviews shall screen applicants and deal with initial impressions of personality, verbal skills, credentials, experience, and pre-determined qualifications. Such interviews could be conducted by a committee of the Board and staff members chosen by the Board, and may be offered during a school day when applicants could see the schools in session.3. Final interviews shall be conducted by the entire Board and shall consist of in-depth consideration of the applicant's philosophy of education and approach to administration, in addition to other matters of concern to Board members. Adequate time shall be planned so that such interviews are not hurried.4. Arrangements shall be made to have all applicants greeted and hosted by a designated staff member.5. Finalists shall be granted access to appropriate district records and be encouraged to visit district schools and the community prior to the final interview. Board members or administrators could be assigned to host such visits. Each candidate's spouse may be included in such visits.6. Following the completion of all interviews, the Board may arrange a visit to the preferred candidate's current school district. Prior to the visit, the candidate shall be informed of the scheduled visitation. During such visitation, Board members should observe the schools for such matters as educational programs, staff morale, maintenance of buildings, and general impressions. Members of the Board currently employing the candidate could be interviewed. All of the above should be conducted with the consent of the applicant.7. When the interview process is completed, the Board shall make a final selection of the new Superintendent. Following the process, the formal election of the new Superintendent shall be made at a regular meeting of the Board, as noted on the agenda.8. All actions taken to interview and select a Superintendent shall be endorsed by the entire Board, and no Board member shall take independent actions that do not carry that endorsement. <p>Any person found guilty of influencing the election of a Superintendent or Assistant Superintendent shall be subject to the penalties prescribed by law.</p>
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302. EMPLOYMENT OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT - Pg. 4

SC 1002, 1003	<p><u>Qualifications</u></p> <p>Every person elected or appointed as Superintendent or Assistant Superintendent must be a person of good moral character and must meet certain qualifications, including:</p> <ol style="list-style-type: none">1. Holds a diploma from a college or other institution approved by the Pennsylvania Department of Education;2. Has had six (6) years successful teaching experience, not less than three (3) of which shall have been in a supervisory or administrative capacity;3. Has completed in a college or university a graduate course in education approved by the Pennsylvania Department of Education that includes the Pennsylvania school leadership standards under section 1217; and4. Holds a Letter of Eligibility issued as evidence of certification by the Pennsylvania Department of Education.5. Notwithstanding requirements 1-4, a person shall be eligible for election or appointment as a Superintendent Assistant Superintendent if s/he holds a graduate degree from an accredited higher education institution in business, finance or management and has at least four (4) years of relevant experience in business, finance or management.6. Notwithstanding requirements of 1-4, a person shall be eligible for election or appointment as a Superintendent or Assistant Superintendent if s/he holds a juris doctorate degree from an accredited law school and has at least four (4) years of relevant experience in law. This qualification expires July 1, 2015. However, a person who is issued a commission by the department based on satisfaction of the requirements of this subsection may retain his commission after the expiration of this subsection
SC 111.1	<p><u>Pre-Employment Requirements</u></p> <p><u>The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.</u></p> <p><u>Employment</u></p>

302. EMPLOYMENT OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT - Pg. 5

<p>SC 111 23 Pa. C.S.A. Sec. 6344</p>	<p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the District has evaluated the results of that screening process.</p>
<p>SC 111, 111.1</p>	<p>Each candidate shall report, on the designated form, all arrests and convictions specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may, subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.</p>
<p>SC 1073</p>	<p>No person shall be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:</p>
<p>SC 1073.1, 1081, 1082 Pol. 003, 312</p>	<ol style="list-style-type: none"> 1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
<p>SC 1075, 1077</p>	<ol style="list-style-type: none"> 2. Consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.
<p>SC 1073</p>	<ol style="list-style-type: none"> 3. Incorporate all provisions relating to compensation and benefits paid to or on behalf of the Superintendent or Assistant Superintendent.
<p>SC 1007, 1008</p>	<ol style="list-style-type: none"> 4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to renew automatically as required by law. 5. Specify the termination, buyout and severance provisions, including all postemployment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
<p>SC 1007, 1008</p>	<ol style="list-style-type: none"> 6. Contain provisions relating to outside work that may be performed, if any. 7. State that any modification to the contract must be in writing. 8. State that the contract shall be governed by the laws of the Commonwealth. 9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior

302. EMPLOYMENT OF SUPERINTENDENT/
ASSISTANT SUPERINTENDENT - Pg. 6

<p>SC 1004</p> <p>SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12101 et seq Pol. 314</p> <p>42 U.S.C. Sec. 653a</p>	<p>experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.</p> <p>10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.</p> <p>11. Specify postretirement benefits and the period of time in which the benefits shall be provided.</p> <p>Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by statute.</p> <p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo a medical examination, as required by law.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>The Superintendent shall hold membership in the Pennsylvania Association of School Administrators (PASA) and in the American Association of School Administrators (AASA) and attend their meetings at the expense of the school district.</p> <p>The Superintendent shall be considered the instructional leader of the district and shall provide instructional leadership to the professional staff.</p> <p>The Superintendent shall be responsible to visit district schools to observe the quality of education being provided.</p> <p>The Board, along with the Superintendent, shall be responsible to conduct the annual performance assessment of the Assistant Superintendent, using a format agreed upon by the Board of School Directors, the Superintendent and the Assistant Superintendent.</p>
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