

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT

ADOPTED: January 11, 2012

REVISED:

<p>1. Authority SC 1001</p> <p>SC 508, 1001, 1071, 1073, 1075, 1076, 1077, 1079</p> <p>SC 1073, 1077</p> <p>2. Guidelines</p> <p>Pol. 104</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 the 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.</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 set the compensation 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.</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.</p> <p>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.</p> <p>The Board shall seek applicants for the position of Assistant Superintendent by the same process used to determine the Superintendent.</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <ol style="list-style-type: none"> 1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.
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<p>SC 1002, 1003, Title 22 Sec. 49.41, 49.42</p>	<ol style="list-style-type: none"> 2. Preparation of written qualifications, in addition to applicable 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 invitation.
<p>Pol. 104</p>	<ol style="list-style-type: none"> 6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law. <p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of candidates so that an appropriate range of choices is available for final selection.</p> <p>The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.</p> <p><u>Employment</u></p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history, child abuse, and FBI report and the district has evaluated the results of that screening process.</p> <p>An individual shall not be employed as Superintendent or Assistant Superintendent unless s/he has signed an employment contract or has been employed by Board resolution, either of which may include:</p>
<p>SC 1073, 1076</p>	<ol style="list-style-type: none"> 1. Term for which employment is contracted, including beginning and ending dates. 2. Salary contracted and the intervals at which it will be paid. 3. Benefits to which the employee is entitled. 4. Statement of mutually agreeable evaluation procedures. 5. Procedures for resolving misunderstandings or disagreements.

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<p>SC 1004</p> <p>SC 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12112</p> <p>Commissions SC 1078</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 law.</p> <p>After receiving an offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.</p> <p>A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p><u>Commissions</u></p> <p>The Superintendent and Assistant Superintendent shall file appropriate application for the Commissioned Office with the Pennsylvania Department of Education. The official commission certificate to be available onsite in the district and a copy in the individual's personnel file.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1071, 1073, 1075, 1076, 1077, 1078, 1079, 1418</p> <p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45</p> <p>Criminal History Record Information Act – 18 Pa. C.S.A. Sec. 9125</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.</p> <p>Board Policy – 104</p>
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