

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
SUPERINTENDENT/
ASSISTANT
SUPERINTENDENT

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT	
<p>1. Purpose</p> <p>SC 1001, 1003</p>	<p>The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Selection of a Superintendent, or Assistant Superintendents, is therefore critical to the effective management of the district.</p>
<p>2. Authority</p> <p>SC 1071, 1073, 1075</p> <p>SC 1077</p>	<p>When the position of Superintendent, or Assistant Superintendent, shall be 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 the term of office. Such term may be three, four, or five years beginning with the effective date of the appointment to office.</p> <p>During the final year of the term of office the Board may notify the Superintendent, or Assistant Superintendent, that it plans to seek applications from other qualified candidates for the position. Such notification shall be given 150 days prior to the end of the term.</p>
<p>3. Guidelines</p> <p>SC 1003</p>	<p>The Board will actively seek the best qualified and most capable candidate for the position of Superintendent. They will be aided in this task by a committee of Board members and/or the services of professional consultants.</p> <p>Recruitment procedures shall be prepared in advance of the search and shall include the following:</p> <ol style="list-style-type: none"> 1. The preparation of a written job description for the position. 2. Preparation of written specification of qualifications, in addition to proper State requirements for all applicants. 3. Preparation of informative material describing the school district and its educational goals. 4. Solicitation of applications from a large enough geographical area to ensure a

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<p>Pol. 104 P.L.88-352 (Title VI) P.L.92-318 (Title IX)</p> <p>SC 111</p>	<p>range of backgrounds and experience.</p> <p>5. Where feasible, the opportunity for applicants to visit the schools of the district.</p> <p>6. Recruitment and consideration of candidates in accordance with Board policy, state and federal law.</p> <p>No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process. The time requirement for other mandatory background checks (child abuse, FBI) will be applied according to the law. The appropriate affidavit will be required prior to employment if background checks are not complete.</p> <p>The Board will seek applicants for the position of Assistant Superintendent by way of the process described above.</p> <p>No Superintendent shall be employed who is related to any member of the Board, as defined in statute, unless such administrator receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.</p> <p>No person may be employed as Superintendent, or Assistant Superintendent, of this district unless s/he has signed an employment contract with the Board or has been employed by Board resolution, either of which shall include:</p>
<p>SC 1073</p>	<p>the term for which employment is contracted, including beginning and ending dates;</p> <p>the salary which the Superintendent shall be paid and the intervals at which it shall be paid;</p> <p>the benefits to which the Superintendent is entitled;</p> <p>provision for extending the term of the agreement; and</p> <p>a statement of agreed upon evaluation procedures.</p> <p>Any candidate's misstatement of fact material to qualifications for employment or the determination of salary – shall be considered by this Board to constitute grounds for dismissal.</p>