

# EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: May 17, 2007

REVISED: February 28, 2012

	<p style="text-align: center;">302. EMPLOYMENT OF SUPERINTENDENT/ ASSISTANT SUPERINTENDENT</p> <p>1. Purpose SC 1001</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.</p> <p>2. Authority SC 508, 1001, 1071, 1073, 1075, 1076, 1077, 1079</p> <p>SC 1073, 1077</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), four (4), or five (5) 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 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.</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 the Superintendent Search Committee and/or the services of professional consultants.</p> <p>The Board shall seek applicants for the position of Assistant Superintendent by nomination of the Superintendent and/or by the same process used to determine the Superintendent.</p> <p>3. Guidelines</p> <p><u>Recruitment</u></p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p> <p>Pol. 104</p> <p>1. Preparation of a job description for the position, written in accordance with requirements of federal and state laws and regulations.</p>
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<p>SC 1002, 1003, 1078 Title 22 Sec. 49.41, 49.42</p>	<ol style="list-style-type: none"> <li>2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.</li> <li>3. Preparation of informative material describing the school district and its educational goals.</li> <li>4. Solicitation of applications from a geographical area large enough to ensure a range of backgrounds and experience.</li> <li>5. Opportunity for applicants to visit the district schools, at the Board's invitation.</li> </ol>
<p>Pol. 104</p>	<ol style="list-style-type: none"> <li>6. Recruitment and evaluation of candidates in accordance with Board policy and state and federal law.</li> </ol>
	<p>A screening process shall be established that ensures the Board has an opportunity to interview a sufficient number of finalist 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 borne by the school district.</p>
<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p><u>Employment</u></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>Individuals convicted of one (1) or more of the crimes enumerated in 24 P.S. §1-111(e) are permanently prohibited from seeking employment within the district. Individuals convicted of felonies other than those listed in 24 P.S. §1-111(e) are prohibited from seeking employment within the district from ten (10) years from the date of expiration of the sentence for the offense. Individuals convicted of first-degree misdemeanors are prohibited from seeking employment within the district from five (5) years from the date of expiration of the sentence of the offense, with the exception of a second offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance), for which a three-year prohibition shall be in effect.</p>

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	<p>Once hired, a Superintendent or Assistant Superintendent who is arrested or convicted of one (1) of the enumerated offenses listed in 24 P.S. §1-111(e) must report such arrest/conviction in writing to the Board President within seventy-two (72) hours of the arrest/conviction. Failure to so disclose such offenses shall result in termination.</p> <p>Administrators or other individuals responsible for making employment decisions who have reason to suspect that an employee has been arrested for and/or criminally convicted of an offense enumerated in 24 P.S. §1-111(e), and such employee has not provided written notice of the arrest/conviction, shall require such employee to submit to the administrator a current report of criminal history record information, as required by 24 P.S. §1-111. The district shall be responsible for the costs of such reports.</p> <p>No person shall 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"> <li>1. Term for which employment is contracted, including beginning and ending dates.</li> <li>2. Salary contracted and the intervals at which it will be paid.</li> <li>3. Benefits to which the employee is entitled.</li> <li>4. Procedures for resolving misunderstandings or disagreements.</li> <li>5. Statement of mutually agreeable evaluation procedures.</li> </ol>
<p>SC 1004</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>Sc 1418 Title 28 Sec. 23.43, 23.44, 23.45 42 U.S.C. Sec. 12112</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>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>

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Superintendent

The Superintendent shall be the chief executive officer of the district and shall have general supervision of all of the schools, personnel, and various departments of the district. The Superintendent shall be responsible for the management of the district under the policies of the Board and shall be accountable to the Board.

The Superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

References:

School Code – 24 P.S. Sec. 108, 111, 508, 1001, 1002, 1003, 1004, 1071, 1073, 1075, 1076, 1077, 1078, 1079, 1418

State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq., 49.41, 49.42, 49.171, 49.172

State Department of Health Regulations – 28 PA Code Sec. 23.43, 23.44, 23.45

Criminal History Records Information Act – 18 Pa. C.S.A. Sec. 9125

Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.

State Directory of New Hires – 42 U.S.C. Sec. 653a

Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq.

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