

# COUNCIL ROCK SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT

ADOPTED: October 16, 1997

REVISED:

302. EMPLOYMENT OF SUPERINTENDENT	
<p>1. Purpose 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 is therefore critical to the effective management of the district.</p>
<p>2. Authority SC 1071, 1073, 1075</p>	<p>When the position of Superintendent shall be vacant, the Board shall elect a District 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 (3) years, four (4) years, or five (5) years beginning with the effective date of the appointment to office.</p>
<p>SC 1077</p>	<p>During the final year of the term of office the Board may notify the 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>The Board will actively seek the best qualified and most capable candidate for the position of Superintendent.</p> <p>Recruitment procedures shall be prepared in advance of the search and may include the following:</p>
<p>SC 1003</p>	<ol style="list-style-type: none"> <li>1. The preparation of a written job description for the position.</li> <li>2. Preparation of written specification of qualifications, in addition to proper 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 large enough geographical area to ensure a range of backgrounds and experience.</li> <li>5. Where feasible, the opportunity for applicants to visit the schools of the district.</li> </ol>

<p>Pol. 104 P.L. 88-352 (Title VI) P.L. 92-318 (Title IX)</p> <p>SC 111 23 Pa. CSA 6301</p> <p>SC 1073</p>	<p>6. Establishment of a screening process that ensures that the Board has an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.</p> <p>7. 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 child abuse and the district has evaluated the results of that screening process.</p> <p>No person may be employed as 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> <ol style="list-style-type: none"><li>1. The term for which employment is contracted, including beginning and ending dates.</li><li>2. The salary which the Superintendent shall be paid and the intervals at which it shall be paid.</li><li>3. The benefits to which the Superintendent is entitled.</li></ol> <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> <p>After being offered for the position of Superintendent, the successful candidate shall be required to pass a physical examination by a qualified professional mutually agreeable to the parties.</p>
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