



**Pennsylvania Association of School Administrators**  
*Proud Leadership for Pennsylvania Schools*

## **List of Sample Superintendent Job Duties and Responsibilities**

### **Introduction:**

Section 1073(e)(2)(ii) of the Public School Code of 1949 requires the employment agreement to “specify the duties, responsibilities, job description...” This sample list of job duties is provided as a resource that can be used as a starting point in the development of the job description. The job description should reflect the actual duties, responsibilities and scope of authority of the superintendent as established by the board of school directors for that school district. Given the nature of the position and role as chief administrative officer of the district, the job description should describe the general duties and responsibilities of the position. It should not attempt to enumerate every duty and task required, but should reflect the unique environment of the school district and policies and priorities of the board. In addition to listing the essential job functions, job descriptions may also include a general overview of the role, responsibilities and line of authority for the position. It can also include a listing of minimum and preferred qualifications, who supervises and who is supervised by the superintendent, evaluation of performance, physical requirements and working conditions. It is critical that a candidate for superintendent, prior to entering employment, carefully consider and agree to a job description with the board.

### **Sample Job Duties:**

The Superintendent shall be charged with the administration of the schools under the direction of the Board of School Directors. Superintendent shall be the Chief Administrative Officer of the District and, as such, shall be responsible for:

- Planning and initiating programs and policies concerning the organizational, operational and educational function of the district as directed by the Board of School Directors with ultimate responsibility for the execution of these programs and policies.
- Assisting the Board of School Directors in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the district.
- Keeping the Board of School Directors informed by written and oral reports as to the operation and needs of the school district.
- Taking discretionary action in any matters not covered by board policy and reporting such actions to the Board of School Directors with recommendations for policy as necessary in order to provide guidance in the future.
- Directing the daily operation of the district schools by organizing, supervising and coordinating the school district staff.
- Arranging for the systematic evaluation of staff by responsible administrators.

- Recommending the employment of, assigning and supervising the work of all employees. Recommending promotion, salary changes, demotion or discharge of any employees rendering unsatisfactory service.
- Establishing internal administrative operational procedures, rules and regulations relating to personnel, collective bargaining, financial disbursements and accounting requirements, equipment/facilities operation and use, food service and staffing requirements.
- Developing effective staff development programs that are linked to the strategic plan and Board of School Directors goals for the district.
- Communicating directly, or through delegation, personnel actions by the Board of School Directors to district employees and receiving from communication from district employees to be made to the Board of School Directors.
- Ensuring that district students have equal access to educational programs, including academic programs, extracurricular activities and other supplemental programs deemed necessary.
- Overseeing a timely review of all curricular areas required by law and making recommendations to the Board of School Directors for the improvement of curriculum.
- Recommending to the Board of School Directors any major changes in texts and time schedules to be used in the schools.
- Providing for appropriate methods of teaching, supervision and administration in the schools as deemed necessary and reporting to the Board of School directors any insufficiencies that are found.
- Directing the development of and making recommendations for the yearly operating budget on a timely basis that reflects the needs of the district and the use of district assets and resources.
- Establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- Making recommendations regarding the needs for instructional and non-instructional materials and equipment and recommending plans for improvements, alterations or other changes in the buildings or surrounding grounds.
- Serving as the official spokesperson for the district in providing information to the Board of School Directors, district employees, the community and other outside groups/agencies on matters affecting the operation of the school district.
- Maintaining directly or through delegation adequate records for the schools, including a system of financial accounts, business and property records, personnel, school population and scholastic records which are required by law and board policy.
- Interpreting and/or supervising the implementation of all federal and state laws relevant the district.
- Performing other duties as deemed necessary and appropriate under the direction of the Board of School Directors.