

<p style="text-align: center;">BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</p>
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Section: ADMINISTRATIVE EMPLOYEES
Title: EMPLOYMENT OF SUPERINTENDENT
Date Adopted: 17 August 1981
Date Last Revised: 18 January 2016

302. EMPLOYMENT OF SUPERINTENDENT

- .1 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.
- .2 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 of office may be three, four, or five years, beginning with the effective date of the appointment to office.
- .3 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.
- .4 The Board will actively seek the best-qualified and most capable candidate for the position of Superintendent. A committee of Board members will aid it in this task.
- .5 Recruitment procedures shall be prepared in advance of the search and shall include the following:
 - .51 the preparation of a written job description for the position
 - .52 preparation of written specification of qualifications, in addition to proper state requirements for all applicants
 - .53 recruitment and consideration of candidates in accordance with Board Policy, state and federal law.
- .6 No person may be employed as Superintendent of this district unless she/he has signed an employment contract with the Board or has been employed by Board resolution, either of which shall include:

- .61 the term for which employment is contracted, including beginning and ending dates
- .62 the salary and pay intervals for the Superintendent
- .63 the benefits to which the Superintendent is entitled.
- .7 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.
- .8 Each candidate for the position of Superintendent shall be required to pass a physical examination by a qualified professional mutually agreeable to the parties. Such examinations shall be reasonably related to the duties she/he will be required to perform, the cost of which shall be borne by the district.
- .9 It is the preference of the Board that the Superintendent reside in the Bloomsburg Area School District. The determination of residency may be a matter that is negotiated in the employment contract.
- .10 The superintendent shall not be employed until he/she has submitted at his/her own expense the following state-mandated documentation under Act 126 of 2013, Act 153 of 2014, and Act 168 of 2014 including but not limited to: 1) Original Pennsylvania State Police Criminal Record Check, FBI Clearance Registration Number, and original Child Abuse Clearance renewable every five years from the date of the clearances; 2) Sexual Misconduct/Abuse Disclosure Release(s); and 3) a current Mandated Reporter Training Certificate renewable every five years. If the candidate does not have a Mandated Reporter Training Certificate, he/she must complete and submit proof of completion of this training within 90 days of his/her hire date.