

**MIDDLETOWN  
AREA  
SCHOOL DISTRICT**

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: EMPLOYMENT OF  
SUPERINTENDENT/  
ASSISTANT  
SUPERINTENDENT

ADOPTED: October 14, 1991

<p>302. EMPLOYMENT OF SUPERINTENDENT/ASSISTANT SUPERINTENDENT</p>	
<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, or Assistant Superintendents, 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, 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>SC 1077</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>The Board will actively seek the best qualified and most capable candidate for the position of Superintendent. It will be aided in this task by a committee of Board members and/or the services of professional consultants.</p>
<p>SC 1003</p>	<p>Recruitment procedures shall be prepared in advance of the search and shall include the following:</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> </ol>

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT – Pg. 2

<p>SC 3705 Pol. 104 P.L. 88-352</p>	<ol style="list-style-type: none"> <li>4. Solicitation of applications from a large enough geographical area to ensure a range of backgrounds and experience.</li> <li>5. That a screening process be established that ensures that the Board have an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.</li> <li>6. That the Board at its discretion may determine prior to interviewing finalists the expenses associated with such interviews that will be borne by the school district.</li> <li>7. Recruitment and consideration of candidates in accordance with Board policy, state and federal law.</li> </ol> <p>The Board will seek applicants for the position of Assistant Superintendent by nomination of the Superintendent in conjunction with the process described above.</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>	<ol style="list-style-type: none"> <li>1. The term for which employment is contracted, including beginning and ending dates.</li> </ol>
<p>SC 1075</p>	<ol style="list-style-type: none"> <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> <li>4. A statement as to the procedure to be followed and the consequences of termination or modification.</li> <li>5. Provision for extending the term of the agreement.</li> <li>6. Procedures for the resolution of misunderstandings or disagreements.</li> <li>7. A statement of agreed upon evaluation procedures.</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>

302. EMPLOYMENT OF SUPERINTENDENT/  
ASSISTANT SUPERINTENDENT – Pg. 3

SC 111	<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.</p> <p>Each employee of the school district shall be required to take the Loyalty Oath upon employment.</p> <p>Each candidate for the position of Superintendent shall be required to pass a physical examination by a qualified professional mutually agreeable to the parties.</p>
--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------