

**JERSEY SHORE AREA SCHOOL DISTRICT  
CONTRACT FOR EMPLOYMENT OF DISTRICT ASSISTANT SUPERINTENDENT**

**THIS CONTRACT** is made and entered this 23<sup>rd</sup> day of May, 2022, by and between the Board of School Directors of the Jersey Shore Area School District with offices located in Pennsylvania (hereinafter referred to as "District" or "Board" or "Board of School Directors") and Dr. Laura Osenbach (hereinafter referred to as "Assistant Superintendent" or "Dr. Osenbach").

**WHEREAS**, the Board of School Directors at a meeting duly and properly called on the 23<sup>rd</sup> day of May, 2022 did appoint and elect Dr. Osenbach to the office of Assistant Superintendent for the Jersey Shore Area School District in accordance with the provisions of Sections 508, 1076, and 1077 of the Commonwealth of Pennsylvania's Public School Code of 1949 (hereinafter referred to as "Public School Code"); and

**WHEREAS**, the parties have agreed upon certain terms and conditions of employment in accordance with the Public School Code and desire to reduce said terms and conditions to writing;

**NOW, THEREFORE**, the parties, intending to be legally bound hereby, and in consideration of the mutual covenants contained herein, agree as follows:

**1. Term.**

The District has employed Dr. Osenbach and Dr. Osenbach hereby accepts said employment as Assistant Superintendent of the Jersey Shore Area School District for a term of four years commencing on July 1, 2022 and ending on June 30, 2026 ("Term").

This Contract shall terminate immediately upon the expiration of the aforesaid Term unless the Contract is sooner modified or terminated in accordance with this Contract or allowed to renew automatically in accordance with Section 1077(b) of the Public School Code or this Contract.

**2. Professional Qualifications.**

The Assistant Superintendent represents that she possesses all of the qualifications that are required by law to serve as Assistant Superintendent in the Commonwealth of Pennsylvania and that she will maintain the same throughout the term of this Contract. Assistant Superintendent further agrees to subscribe to and take the oath of office before entering upon her duties, in accordance with Section 1004 of the Public School Code.

**3. Duties and Responsibilities.**

- A. The Assistant Superintendent shall be charged with administration of the schools under the direction of the Board of School Directors as assigned by and subject to the direction of the District Superintendent during the term of this Contract the Assistant Superintendent agrees to serve as an Administrator

of the School District and to perform to the best of her ability the duties of the Assistant Superintendent in a competent and professional manner in accordance with the laws of the Commonwealth of Pennsylvania the District job description for the position of Assistant Superintendent (attached and incorporated into this Contract as Appendix A), the policies of the District and the provisions of this Contract. Upon direction from the Board, the Assistant Superintendent will perform the functions of the Superintendent, including the execution of appropriate documents, during periods when the Superintendent may be unable to perform those functions.

- B. The Assistant Superintendent agrees to devote her time, attention, energies, skills and labor to her employment as Assistant Superintendent during the Term of this Contract provided, however, that she may undertake and be compensated for outside work including consultative work, speaking engagements, writing, lecturing, adjunct teaching, and other professional services which do not interfere with the performance of her duties as the Assistant Superintendent under this Contract.
- C. The duties of the Assistant Superintendent require her participation in professional associations and presence at numerous meetings, conventions, and conferences in order to maintain awareness of current issues, programs and information. The Assistant Superintendent's attendance at such meetings, conferences, seminars, workshops, in-service programs, school activities, and graduate education programs is necessary to maintain the knowledge and skills required of her position.

#### **4. Compensation - Salary and Benefits**

A **Salary.** The Board of School Directors and the Assistant Superintendent agree to the following:

- (1) Effective July 1, 2022, the annual base salary of the Assistant Superintendent shall be the amount of one hundred twenty thousand dollars (\$120,000.00).
- (2) Assistant Superintendent's salary MAY be adjusted annually by the Board on July 1<sup>st</sup> of each subsequent year of this Contract and any extension thereof, provided that such adjustment shall not reduce the Assistant Superintendent's annual salary in effect at any given time without the written approval of the Assistant Superintendent. Any adjustment in salary made during the life of this Contract shall be recorded in the Board minutes and shall become part of this Contract. The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of salary to other administrative staff, unless otherwise agreed to in writing by the Board and Assistant Superintendent.
- (3) The District in so annually adjusting the Assistant Superintendent's salary shall not be considered to have entered into a new Contract with the

Assistant Superintendent or to have extended the termination date of this Contract.

- (4) Beginning on June 1, 2022, Dr. Osenbach will be able to work days in the Jersey Shore Area School District, upon notice and approval by the Superintendent, at her 2022-2023 per diem rate for any days worked during that month, after she has been released by her current employer.

8. **Benefits.** In addition to the annual salary set forth herein, the Assistant Superintendent shall receive and the District shall provide and pay for the following benefits:

**(1) ADMINISTRATOR BENEFITS**

Except as otherwise specifically stated herein, the Assistant Superintendent will receive all of the benefits available to District Administrators under the District's Act 93 Administrative Compensation Plan adopted pursuant to Section 1164 of the Public School Code (24 P.S. 11-1164) ("Act 93 Plan") in effect on July 1, 2020. The benefits in that Act 93 Plan are incorporated by reference. Any increase or improvement in benefits and incentives extended to District administrators through the Act 93 Plan during the term of this Contract will also be extended to Assistant Superintendent and become part of this Contract. Any decrease or reduction in benefits or incentives to District administrators will not reduce the benefits and incentives provided to the Assistant Superintendent during the Term of this Contract. Nothing contained herein shall preclude the District from providing additional benefits and incentives to the Assistant Superintendent as may be agreed to by the parties.

**(2) VACATION LEAVE**

On July 1, 2022, the Assistant Superintendent shall receive twenty-five (25) days of vacation leave with full pay each year of this Contract, which shall be credited in full on July 1, 2022 and on July 1st of each subsequent year of this Contract. The Assistant Superintendent will be able to carry ten (10) additional days of vacation at one time.

Vacation days not used by August 31 beyond the ten additional days (Le., any unused vacation days over thirty-five days) will be rolled over on September 1<sup>st</sup> of each year of this Contract into an accumulated banked account. Upon retirement under a PSERS plan, the Assistant Superintendent shall receive one hundred twenty-five dollars (\$125) per day for accumulated vacation leave in the banked account up to a maximum of one hundred (100) days.

In addition, the District shall pay the Assistant Superintendent for earned unused days of vacation leave at the time this Contract is terminated for any reason, whether voluntarily or involuntarily, including but not limited to retirement, resignation, termination, death, mutual consent, or non-renewal of this Contract, at which time the School District shall pay

the Assistant Superintendent (or her spouse or estate in the event of her death) her then-current per diem rate of pay for each day of earned and unused vacation leave, up to a maximum payment for thirty-five (35) days. "Per diem rate" as the term is used throughout this Contract shall be calculated by dividing the Assistant Superintendent's then-current annual salary by 240).

At the time this Contract is terminated for a PSERS retirement only, the District shall make such payment to the Assistant Superintendent for unused vacation leave in the banked account as a non-elective employer contribution to the District 403(b) Plan account for the Assistant Superintendent. There is no cash option for such payment. This non-elective contribution shall be subject to an amount up to or equal to the limits established by law for such accounts. If termination occurs other than through a PSERS retirement, the unused vacation days in the banked account shall be forfeited.

### **(3) SICK LEAVE**

On July 1, 2022, the Assistant Superintendent will be allowed to carry unused sick time accrued during previous employment per PA School Code.

The Assistant Superintendent shall receive twelve (12) days of sick leave with full pay each year of this Contract, which shall be credited in full on July 1, 2022 and on July 1st of each subsequent year of this Contract. Unused sick leave shall accumulate from year to year without limit.

The District shall pay the Assistant Superintendent for unused days of sick leave at the time this Contract is terminated for a PSERS retirement only, at which time the District shall pay the Assistant Superintendent Sixty Dollars (\$60.00) per day or such amount as is set forth in the existing School District Administration Compensation Plan, if higher, for each day of unused sick leave up to a maximum payment for two hundred fifty (250) days of unused sick leave. At the time this Contract is terminated, the District shall make such payment to the Assistant Superintendent for unused sick leave as a non-elective employer contribution to the District's 403(b) Plan account for the Assistant Superintendent. This non-elective contribution shall be subject to an amount up to or equal to the limits established by law for such accounts. There is no cash option for such payment.

The Assistant Superintendent may use eight (8) days of sick leave each year to care for members of her "immediate family" as that term is defined in the "Bereavement Leave" paragraph of this Contract. Sick leave used for members of the Assistant Superintendent's "immediate family" will be deducted from her allocated sick leave in the same manner as those used for the Assistant Superintendent's own illness.

### **(4) BEREAVEMENT LEAVE**

The Assistant Superintendent shall be entitled to five (5) days of bereavement leave, with full pay, because of a death in the Assistant Superintendent's immediate family. "Immediate family" is defined as

father, mother, brother, sister, spouse, son, daughter, parent-in-law, stepparent, grandparent, grandchild, someone residing in the same household or any "near relative" with whom the Assistant Superintendent lives. Assistant Superintendent shall be entitled to three (3) days of bereavement leave, with full pay, because of a death of a near relative. "Near relative" is defined as Assistant Superintendent's aunt, uncle, niece, nephew, first cousin, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The Assistant Superintendent may use additional days of sick leave for bereavement, in her sole discretion.

**(5) TUITION REIMBURSEMENT, CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT**

The District shall pay the full cost of tuition and associated fees and books for all graduate courses, including on-line courses, taken by the Assistant Superintendent at an accredited institution, up to a maximum of twelve (12) credits per year, with the understanding that any such courses must be approved in advance by the Board. The District shall make such payment to the Assistant Superintendent upon her registration for each graduate course, when she submits the tuition bill to the District's business manager; provided that such courses are subject to repayment by the Assistant Superintendent for any course in which the Assistant Superintendent fails to receive a minimal final grade of "B" or better.

In addition, the District shall pay the full enrollment cost and/or tuition and fees for all professional development courses and continuing education courses taken by the Assistant Superintendent during this Contract; provided that such courses are approved in advance by the Board and subject to repayment by the Assistant Superintendent for any course in which the Assistant Superintendent fails to successfully complete.

**(6) PROFESSIONAL AND COMMUNITY ASSOCIATIONS**

The District shall pay the full cost of the Assistant Superintendent's annual membership and participation in at least four professional and community associations of the Assistant Superintendent's choice, which professional association memberships shall include the American Association of School Administrators (AASA), Pennsylvania Association of School Administrators (PASA), and PASCO.

The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Assistant Superintendent to participate actively in the leadership of these organizations by holding office and serving on committees. The Board and Assistant Superintendent may mutually agree to change, add to or delete the professional association memberships covered by this paragraph, and any such change shall be in writing and approved by the Board and Assistant Superintendent.

**(7) TECHNOLOGY AND MOBILE WIRELESS CAPABILITY**

The District shall provide for the benefit of the Assistant Superintendent and pay for a Smartphone mobile phone device and service and a laptop computer with wireless capabilities to be used for official business purposes in accordance with District policy. The District will provide a replacement Smartphone mobile device at the Assistant Superintendent's request in two years from July 1, 2022. Any replacement of the device before that two-year period will be the responsibility of the Assistant Superintendent, who will bear the cost, if any. The District shall also provide instruction and technical support to assist with access to the District's computer network from the Assistant Superintendent's residence. The District shall not be responsible for the payment of the internet dial-up (or broadband) service at the Assistant Superintendent's residence but shall pay for mobile wireless capability for the Assistant Superintendent's laptop computer and other technological devices, including but not limited to her smartphone, iPad and/or other tablet computer. The Assistant Superintendent agrees to return any equipment provided by the District at the conclusion of her employment.

**(8) HEALTH INSURANCE & OPT OUT**

The District shall provide the Assistant Superintendent, her spouse, and eligible dependents health care insurance coverage and benefits under the same terms and conditions as provided to District administrators under the District's Act 93 Plan. The Assistant Superintendent shall have the right, at her sole discretion, to select the health care insurance coverage and benefits for herself, her spouse and eligible dependents from the plans offered by the District to any District administrator. The Assistant Superintendent may elect to take a cash payment in lieu of the health care insurance coverage in the amount of Five Thousand Dollars (\$5,000.00) per year of uncovered service. Such opt out payment shall be made annually to the Assistant Superintendent in a lump sum payment on or before November 30<sup>th</sup>

**5. Assessment of Performance.**

- A. The Board of School Directors, through the District Superintendent, shall evaluate, in writing, the performance of Assistant Superintendent once a year during the term of this Contract, no later than June 30<sup>th</sup> of each year, unless the parties mutually agree in writing on another date for the annual evaluation. The annual performance assessment shall be conducted in an executive session limited to members of the Board of School Directors, the District Superintendent, and the Assistant Superintendent. An evaluation instrument and method mutually agreed upon in writing by the Board and the Assistant Superintendent shall be utilized for the annual performance assessment. The Board and Assistant Superintendent hereby agree to use the evaluation instrument and method attached hereto and incorporated by reference as Form PDE PA 82-3 Appendix B unless the Board and Assistant Superintendent mutually agree in writing to use a different evaluation instrument and method. Each judgment by the Board shall be

supported by rational and objective evidence. In the event the Board determines that the performance of the Assistant Superintendent is unsatisfactory in any respect, it shall describe in writing, in reasonable detail, the specific instances of unsatisfactory performance. A copy of the written evaluation shall be delivered to the Assistant Superintendent. The Assistant Superintendent shall have the right to make a written response to the evaluation. The Board's and District Superintendent's evaluation and the Assistant Superintendent's response shall be totally private and in no manner become public knowledge or conversation, except as otherwise expressly required by state or federal law. The Assistant Superintendent's performance shall be deemed satisfactory and the Assistant Superintendent shall not be subject to discipline, discharge or termination on the basis of neglect of duty or incompetency in any year when a formal performance assessment is not completed in accordance with this Contract.

- B. The performance assessment shall be used for the following purposes:
  - 1. To strengthen the working relationship between the Board, District Superintendent, and the Assistant Superintendent;
  - 2. To discuss and establish goals and/or objective performance standards for the ensuing year; and
  - 3. To establish the basis for possible increases in the annual salary for the Assistant Superintendent.
- C. Performance Expectations, Including Objective Performance Standards. The performance of the Assistant Superintendent shall be assessed in part against the objective performance standards that have been mutually agreed upon by the Board and the Assistant Superintendent. The Board shall post the mutually agreed upon objective performance standards on the District website and shall also annually post the date of the Assistant Superintendent's annual performance assessment and whether or not the Assistant Superintendent met the agreed upon objective performance standards. No other information regarding the Assistant Superintendent's performance assessment shall be posted on the District website or in any other manner disclosed by the District unless expressly required to do so by state or federal law. The Board and Assistant Superintendent hereby mutually agree to the objective performance standards which are attached hereto as Appendix C and incorporated herein by reference, and which shall be reviewed and updated as necessary on or before July 1<sup>st</sup> of each year of this Contract unless another date is mutually agreed upon by the Board and Assistant Superintendent.
- D. The provisions of this Contract shall apply to and control the performance evaluation of the Assistant Superintendent and shall supersede and replace, to the extent there is any conflict or inconsistency, any and all District policies and past practices of the Board.

**6. Investigations by the Board.**

In the event that the Board of School Directors directs that any investigation of the Assistant Superintendent's conduct or performance be undertaken, the Assistant Superintendent shall be: (i) notified of the occurrence and purpose of such investigation prior to the commencement of the same; (ii) granted access to all documents or reports generated by such an investigation and; (iii) granted the opportunity to respond, verbally or in writing, to any documents, findings or conclusions derived from such an investigation prior to the investigation being concluded. Any investigations undertaken by the Board shall be completed in private without any public disclosure by the Board or the Assistant Superintendent of the commencement or progress of the same.

**7. Professional Liability.**

The District shall defend, hold harmless and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the Assistant Superintendent in her individual capacity or in her official capacity as agent and employee of the Board, provided the incident arose while Assistant Superintendent was acting, or reasonably believed she was acting, within the scope of her employment. If, in the good faith opinion of the Assistant Superintendent, conflict exists in regard to the legal position of the Assistant Superintendent and the legal position of the District or Board, the Assistant Superintendent may engage separate counsel in which event the District shall indemnify and hold harmless the Assistant Superintendent for the reasonable and actual costs of legal defense to the extent permitted by law. The obligations of this provision shall survive the termination of this Contract.

**8. Reappointment.**

The Board shall provide the Assistant Superintendent with periodic opportunities to discuss the Assistant Superintendent-Board relationship and shall inform her at least annually of any inadequacies perceived by the Board. If, at any time, the Board of School Directors decides that it does not desire to renew the contract of the Assistant Superintendent for another term, the Board shall notify the Assistant Superintendent in writing by certified mail, as soon as possible after such decision is made but no later than ninety (90) days prior to the expiration of the Term of this Contract, of the Board of School Directors' intent not to reappoint her. Should the Assistant Superintendent not be so notified at least ninety (90) days prior to the expiration of the Term of this Contract, she shall be reappointed for a term of one year and the terms and conditions of this Contract shall be incorporated into a successor Contract unless mutually agreed otherwise by the Board and the Assistant Superintendent.

**9. Termination.**

This Contract may be terminated prior to the end of the Term of this Contract as follows:

- A. The Assistant Superintendent shall be subject to discharge and termination of this Contract for valid and just cause for the reasons specified in Section 1080 of the Public School Code. However, the Board shall not arbitrarily or capriciously call for the Assistant Superintendent's dismissal and the Assistant Superintendent shall in any event have the right to written charges, notice of hearing, fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the Assistant Superintendent shall have the right to be present and to be heard, to be represented by counsel, and to present evidence, through witnesses, testimony, and documentation relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the Assistant Superintendent. The Assistant Superintendent shall have the right to be represented by counsel at her sole cost and expense. Provided, however, if the charges against the Assistant Superintendent are not sustained and/or should the Assistant Superintendent prevail in any hearing or appeal, the Board shall reimburse the Assistant Superintendent for all legal fees and expenses incurred by the Assistant Superintendent in the proceedings.
- B. This Contract may be unilaterally terminated without penalty by the resignation of the Assistant Superintendent at any time; provided the Assistant Superintendent gives the Board at least ninety (90) days' notice prior to the effective date of the resignation. If this Contract is terminated in this manner, the District shall pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave, the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Contract through the effective date of her resignation and termination of this Contract plus any applicable post-employment and retirement benefits provided for in this Contract.
- C. This Contract may be terminated by the mutual consent, in writing, of the Assistant Superintendent and the Board. If this Contract is terminated in this manner, the District shall pay and provide to the Assistant Superintendent all of the aggregate compensation, salary, and benefits, including but not limited to insurance premiums and coverages and payment for unused leave, the Assistant Superintendent earned, accrued and/or is entitled to in accordance with this Contract through the mutually agreed upon effective date of the termination of this Contract plus any applicable post-employment and retirement benefits provided for in this Contract and any additional amount mutually agreed upon by the Board and Assistant Superintendent.
- D. This Contract shall be terminated upon the death of the Assistant Superintendent, at which time, the District shall pay to the Assistant Superintendent's spouse, estate and/or heirs, all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for

unused leave, the Assistant Superintendent earned, accrued and/or is entitled to under this Contract through the end of the month in which the Assistant Superintendent's death occurs.

- E. This contract may be terminated by the Board upon the disability of the Assistant Superintendent for a continued period of six (6) months. "Disability" shall be defined for these purposes consistent with the School District's long-term disability policy as addressed in the District's Act 93 Plan. Upon termination for disability the District shall pay to the Assistant Superintendent, all of the aggregate compensation, salary, and benefits including but not limited to insurance premiums and coverages and payment for unused leave, the Assistant Superintendent earned, accrued and/or is entitled to under this Contract through the end of the month in which the Assistant Superintendent's termination occurs plus any applicable post-employment and retirement benefits provided for in this Contract.

**10. Modification.**

This Contract shall not be amended, changed or modified, except in writing approved of and signed by the Assistant Superintendent and approved of by the Board and signed by a duly authorized officer(s) of the Board.

**11. Savings.**

Should any provision of this Contract be declared illegal or unenforceable by a court of competent jurisdiction, said provision shall be deleted from this Contract to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the Contract if not affected by the deleted provision. If at any time thereafter such provision shall no longer conflict with the law, then it shall be deemed restored in full force and effect as if it had never been in conflict with the law.

**12. Obligations.**

This Contract shall be binding upon and shall inure to the benefit of District and its duly authorized representatives and successors. This Contract shall be binding upon and shall inure to the benefit of the Assistant Superintendent and, to the extent applicable, her personal representatives and heirs.

**13. Statutory Reference.**

All references to the Public School Code contained herein shall also refer to and incorporate any amendment or recodification of the Public School Code.

**14. Applicable Law.**

This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the parties have caused this Contract to be duly executed the day and year first written above.

**JERSEY SHORE AREA SCHOOL DISTRICT:**

By: Mary Thomas  
Mary Thomas, Board President

Date: 5/23/22

Attest: Ben Enders  
Ben Enders, Board Secretary

Date: 5/20/22

By: Laura Osenbach  
Dr. Laura Osenbach, Assistant Superintendent

Date: 6/14/22

# **EXHIBIT A**

## **Assistant Superintendent Job Description**

**Title:** Director of Education or Assistant Superintendent

**Scope:** Primary responsibilities include the safety and well-being of our students/staff through the oversight of emergency programming and serving as the District's School Safety and Security Coordinator, busing/transportation, overseeing the Jersey Shore Online Learning program, crossing guards, volunteers, mandatory trainings etc. All Pre-K, K-12 and School-wide Positive Behavior Support programming as well as District-wide teacher induction will be facilitated through this position. All standardized testing requirements will be facilitated through this office. Grant writing and ACT 48 reporting will be a major function of this position as well. In collaboration with the Superintendent, the Assistant Superintendent will provide leadership in strategic planning, curriculum development, research, evaluation, and staff development, as well as assist with federal program requirements.

**Certifications:** PA Administrative Certification required, PA Superintendent letter of eligibility completed or in progress preferred

**Qualifications:** Hold appropriate certificate for the position. Background to include instructional and/or supervisory experience in an educational setting, ability and experience in grant writing desirable. Master's degree required with 5 years administrative experience. Doctorate preferred.

**Responsible To:** Superintendent

**Supervisory Function:** Directly evaluates and supervises support staff within the scope of this position. Assists in the supervision and evaluation of all personnel as needed.

**Classification:** Exempt

**Position Objective:** To grow and maintain an effective and efficient educational system. Seek innovative and appropriate improvement strategies as it relates to the scope of the position. Maintain effective relationships with local, state and federal agencies for grantsmanship.

**Responsibilities:**

**School Safety:**

1. Coordinate/document all district emergency planning (All Hazards Plan), fire drills, bus evacuations, etc.
2. Serves as School Safety and Security Coordinator for the District

**Transportation:**

3. Coordinate/document all district busing/transportation

**District Programs:**

4. Oversee the Jersey Shore Online Learning Program
5. Coordinate/document Pre-K Counts program.
6. Coordinate/document all Pre-K, K-12 School-wide Positive Behavior Support programs.
7. Coordinate federal program development and supervision
8. Coordinate/document crossing guard positions
9. Coordinate distribution and collection of district volunteer information

**Training:**

10. Coordinate/document all required/mandatory district trainings for all personnel for example: QBS, CPI, Mandated Reporter, etc.
11. Coordinate/document district-wide teacher induction program.

**Testing:**

12. Coordinate all standardized testing (PSSA/PASA, Keystone, etc.).

**Reporting:**

13. Coordinate/document all ACT 48/paraprofessional hours.
14. Coordinate/provide appropriate professional development programming for all staff as related to described scope.

**Support:**

15. Research, write and implement district grants.
16. Assist in the review and implementation of school policies/procedures.
17. Assist in budget preparation and determining appropriate expenditures in described scope.
18. Assist in the supervision and evaluation of personnel.
19. Assist in coordination and supervision of district curriculum.
20. Be a contributing and enthusiastic member of the administrative team.
21. Maintain current knowledge of rules, regulations, guidelines and trends regarding the described scope.
22. Perform the duties of Superintendent, including the execution of applicable documents, during the periods when the Superintendent is unavailable or unable to do so.
23. Participate in organizations appropriate to the described scope.
24. Other duties as assigned

**Placement:** Administrative Contract

**Terms of Employment:** 12 months

**Evaluation:** Annually by the Superintendent

**Date Approved:**

