



15. Oversee a comprehensive and positive public relations program that promotes the school district in the community; represent the school district at local, state, and national meetings appropriate to the educational program.
16. Maintain a cooperative working relationship between the district's schools, the general community and school related organizations; promote close cooperation between parents, teachers, and other school district staff as well as represent the School Board as a liaison between the school district and community.
17. Assign various administrative tasks to appropriate members of the leadership team and monitor the successful completion of those tasks.
18. Perform other duties as assigned by the Board of Directors.

**QUALIFICATIONS:** Six (6) years experience in multiple areas of public education necessary, including elementary or secondary school instruction and administration/supervision  
Masters Degree necessary. Doctorate preferred.  
Proper Pennsylvania administrative certification  
Pennsylvania letter of eligibility necessary  
Knowledge of K-12 curriculum, instruction, and assessment, school organization and management, school district policy, and PA school law  
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)  
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)  
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994  
Submission of Federal Criminal History Record in accordance with Act 114 of 2006  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PHYSICAL DEMANDS:** Ability to reach above and below the waist  
Ability to use fingers to pick, feel and grasp objects  
Ability to lift and/or carry supplies and/or papers weighing no more than 30 lbs.  
Ability to mostly sit with some walking, standing or moving throughout the district

**SENSORY ABILITIES:** Visual acuity  
Auditory acuity

**WORK ENVIRONMENT:** Typical office environment  
Subject to inside environmental conditions

**TEMPERAMENT:** Must possess excellent interpersonal skills  
Must be able to work in an environment with frequent interruptions  
Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:** Ability to communicate effectively  
Ability to organize tasks  
Ability to handle multiple tasks  
Ability to exercise good judgment

**SPECIFIC SKILLS:** Must possess leadership skills  
Must possess supervisory skills  
(Approximate employees - 11 directly/190 indirectly)  
Must possess computer skills  
Ability to operate various office equipment

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*