

**LEECHBURG AREA SCHOOL DISTRICT  
ADMINISTRATIVE COMPENSATION PLAN  
2015-2020**

**I. INTRODUCTION:**

In compliance with Section 1164 of the Pennsylvania School Code (Act 93), the following Administrators' Compensation Plan is adopted by the Board of Directors of the Leechburg Area School District in conjunction with good faith meet-and-discuss sessions with those District administrators set forth below within the provisions of said Act.

**II. TERM OF COMPENSATION PLAN:**

This plan is effective July 1, 2015, and shall continue until June 30, 2020

**III. PHILOSOPHY:**

A. Management Team Philosophy:

Seeking to provide the optimum learning environment, the management team is dedicated to improving the educational process whenever and wherever possible. This endeavor requires much effort and many hours to serve the needs of the students, parents, teaching staff, support staff, central office administration, School Board, and community. Our goal is continued improvement in the development of our students through a positive mental attitude, sound instruction, an attractive physical plant, co-curricular and extra-curricular activities, and effective communications. It is with these things in mind that we adopt this document.

B. Job Descriptions of the Participating Administrators:

1. K-12 Principal
2. K-12 Assistant
3. Technology Director/PIMS/Transportation

\*Job descriptions for the respective positions are attached hereto and incorporated herein by reference. District reserves the right to amend said job descriptions as the District may determine is necessary in the best interest of District.

**IV. RIGHTS AND PRIVILEGES**

The board hereby agrees with the administrative team that all rights and privileges will be in compliance with the provisions of Act 93 of 1984. The administrative team shall have:

- A. Access to full information necessary to the performance of their duties and responsibilities, subject to statutory or other legal limitations, with respect to public records, statistics, and finances relating to the school district.

- B. Be heard at any and all public hearings on matters involving said administrator.
- C. Where the District determines the same to be appropriate and the same is agreeable to any other administrators involved, be permitted to appear in a supportive/counseling role in any situations involving members of the administrative team covered by the terms of this Plan.
- D. Have the freedom to communicate with the administrative team without interference provided that the same does not interfere with the performance of duties and responsibilities.
- E. Have a single salary check-off for an assessment its members voluntarily accept.
- F. Have the reasonable use of school building facilities at reasonable hours for administrative or District meetings in accordance with prescribed procedures.

#### **V. MEET AND DISCUSS**

The parties hereto agree to cooperate in an efficient and professional manner by providing proper channels and scheduling necessary meetings for the purpose of solving problems or grievances with the administrative team.

#### **VI. ETHICS:**

With the exception of those matters of a legal or other confidential nature, a complaint of a serious nature regarding an administrator made or transmitted to his/her immediate supervisor shall promptly be brought to the attention of the administrator concerned. The District shall, in good faith, encourage any criticism of an administrator initiated by a board member to initially be made in confidence and not in the presence of students or other unnecessary employees. In addition, good faith efforts shall be made to resolve any such criticisms without unnecessary public disclosure.

#### **VII. LEGAL AID**

The district shall pay the cost of legal aid for Administrators who are involved in lawsuits related to the good-faith discharge of their responsibilities connected with their positions. The District agrees that the District shall defend, hold harmless and indemnify any member of the Administrative Team of any and all demands, claims, suits, actions and legal proceedings brought against him or her as agents and employees of the District that arise from the good-faith performance of their duties and responsibilities, provided, however, that said demands, claims, suits, actions and legal proceedings arise from acts, omissions, incidents and occurrences done by any member of the Administrative Team, acting in good faith, within the scope of his/her employment and during the course of his/her employment, and further provided that such demands, claims, suits, actions and legal proceedings do not arise from acts, omissions, incidents and occurrences done by any member of the Administrative Team that constitute a crime or criminal act, actual fraud, gross negligence, actual malice or intentional and/or willful

misconduct. In the event that a member of the Administrative Team has liability coverage for purposes of the above, such coverage shall be in effect before the District is required to furnish counsel or coverage. In the event that a member of the Administrative Team does not have coverage, or if the limit of his/her coverage is reached, additional coverage required by law or in accordance with the District's liability policy shall be provided by the District. Furthermore, the time lost by any Administrator in connection with the legal incident for which District is responsible to provide coverage shall not be charged against allowable absence eligibility.

## **VIII. EVALUATION PROCESS:**

### **A. PHILOSOPHY**

Evaluation is a process whereby the effectiveness of the professional staff member is appraised in relation to predetermined goals and objectives, the member's own personal competencies, and the ability to carry out established administrative procedures. It shall recognize the worth and unique role of the individual in education and must serve to support and lend positive direction toward individual and group effectiveness. Further, this evaluation must serve to foster self-improvement and be a vital part of the total school plan to improve the goals of education, the instructional process and educational growth of the student.

### **B. PURPOSES:**

1. Evaluation should be used to promote and assist professional growth.
2. Evaluation should be used to fulfill, in a uniform manner, the legal requirements of the state and local authorities.
3. Evaluation should be used to determine the quality of administrative performance.
4. An employee evaluation based on overall job description and performance shall be conducted by the Superintendent of Schools.

### **C. AREAS OF ADMINISTRATIVE APPRAISAL:**

1. The principle accountabilities include program management, staff relations, student relations, including interscholastic and/or student activities, fiscal management, community relations, facilities management, etc. System-wide goals and objectives are those goals set forth in the School District's Comprehensive Plan or additional goals which may be established annually by the School Board and the administrative team for the improvement of the school system.

- a. The administrator's performance and effectiveness are assessed within the scope of the administrator's areas of responsibility and are based upon his or her accomplishments as they are related to the District's system-wide goals and objectives and based upon individual goals.

2. The method of appraisal shall consist of:

- a. A pre-conference to establish annual goals
- b. A minimum of two interim conferences
- c. A self-evaluation where requested
- d. A final conference
- e. A written evaluation

3. Appraisal Procedures:

Each administrator covered under this compensation plan shall meet with the superintendent in July or August of each year to present his or her proposed goals for the year. The administrator shall, at this meeting, justify each proposed goal by demonstrating a correlation between the proposed goal and the District's Comprehensive Plan or other annual goals of the District as described in VIII.C.1 above. In addition, the superintendent may establish additional goals for the administrator at the superintendent's discretion. After the administrator's annual goals have been established, the administrator and the superintendent shall identify criteria to be used to measure successful completion of each goal. Each criterion shall be quantifiable and easily measurable and shall be identified, in writing, within each administrator's annual goals document (Appendix A). A rubric shall also be developed, based upon the administrator's established annual goals, for the purpose of identifying the cumulative degree to which the administrator has achieved his or her annual goals.

At least two interim evaluation conferences shall be conducted each year between the superintendent and the administrator. In any interim conference(s), achievement and system-wide objectives will be discussed in regard to progress made, constraints, and possible need for modification. Also, during the interim conference(s) job responsibilities will be reviewed and discussed. The conference(s) will be initiated by the superintendent or the administrator.

Prior to the final conference, the administrator will submit to the superintendent a self-appraisal of his or her achievement and a brief summary of the major accomplishments for the year relating to that particular job description. This summary should be structured to serve as a catalyst for the discussion that will take place between the superintendent and the administrator.

At the final conference, the superintendent and the administrator will review the administrator's overall performance. The superintendent will then prepare a written summary assessing the administrator's degree of achievement of overall performance, which shall be based upon the measurable evaluation criteria established by the superintendent and the administrator during the initial evaluation meeting in July or August and on evidence of attainment of the administrator's professional goals. The report shall also include a copy of the administrator's original goals, a copy of the interim evaluations, a copy of the completed evaluation rubric, a copy of the professional

portfolio and a written recommendation for merit pay, if any. Copies of this report will be forwarded to the administrator and to the Board of School Directors.

4. Appraisal designation:

Leechburg Area School District  
Board Policy No 313  
Administrative Employees  
Evaluation Process  
Revised: March 15, 1993

**IX. COMPENSATION SYSTEM**

A. Salaries for administrators shall be determined/established on a fiscal-year basis accruing from July 1 through June 30:

\*District reserves the right to amend said job descriptions and/or assignments and allocate compensation accordingly as the District may determine is necessary in the best interest of District. However salary cannot be reduced without just cause.

B. Provided that each current Administrator covered by the terms of this Agreement receives at least a satisfactory evaluation for the immediately preceding school year, said Administrator shall be entitled to an increase in said Administrator's base salary for each of the following school years covered by this contract as follows:

2015-2016	2.99%
2016-2017	2.99%
2017-2018	2.99%
2018-2019	2.99%
2019-2020	2.99%

All such subsequent increases shall be effective July 1<sup>st</sup> of each respective year.

C. In addition to any base salary increase, a discretionary merit increase and/or a bonus for additional work/time given the District may be given based upon proven performance and approval of the Board. Said merit increases shall be awarded in increments of .25% of total salary and shall be directly related to the achievement of the administrator's professional goals as provided for in Section VIII.C of this Plan. Merit increases of up to One-Half Percent (0.5%) may be recommended to the Board by the Superintendent. The Board, at its sole discretion, may award additional increases and/or bonuses. "Total salary" as used in this paragraph and on which any additional increase is to be based shall not include any "non-permanent payments" that may be made to any party who is covered by this agreement (e.g., bonuses, supplementals, stipends for degrees or assignments, additional compensation, etc.).

D. Should any additional Administrative positions be created or should a new Administrator be hired, the salary and other aspects of the compensation package shall be established by **DISTRICT** at that time.

**X. FRINGE BENEFITS:**

A The Board shall provide to each administrator, subject to any contribution required by said administrator, the following fringe benefits:

Professional growth -- The Board agrees to reimburse the administrator for the cost of all credits earned toward programs leading to an advanced education degree or in any area that would lead to improvement in related skills under the following conditions; however, in no case shall the total cost of all credits for all administrators governed by this plan exceed the budgeted amount set forth in any budget year.

- a. Prior approval must be given by the Superintendent to qualify for reimbursement.
- b. Official grade reports of work completed shall be required for payment and all payments will be made within 60 days of the completed request.
- c. This shall be a one-time payment for courses in which the administrator has received at least a "B" grade.
- d. Upon completion of a District-approved doctoral program and receipt of the degree, a professional employee, at the Board's discretion, shall be entitled to any stipend that may be attributed to said degree under the terms of this Compensation Plan.
- e. The maximum cost that the district shall pay per credit is 75% of the average cost of Pennsylvania State-related universities/colleges. Should said administrator remain with District for a total of five (5) years following said administrator completing said course for which said administrator was entitled to reimbursement under the terms of this Compensation Plan, the District agrees that District shall reimburse said administrator the remaining 25% of said average tuition cost.
- f. The maximum number of credits per administrator annually shall be equal to that number set forth in the then-existing teachers' contract.
- g. Should any administrator voluntarily terminate their employment with the District within two (2) years following the District having compensated said Administrator for credits under the terms of this Plan, said Administrator shall be responsible for the reimbursement of District for all payments received for credit reimbursement by said Administrator within the preceding two (2) years.

2. **INSURANCE COVERAGE - DISTRICT** shall, subject to the terms and conditions of **DISTRICT'S** programs, make available at **ADMINISTRATOR/ ADMINISTRATORS'** request, the following insurance coverages for said party in accordance with **DISTRICT'S** plans:

(a) As Employee's circumstances warrant, and as the same are designated and are provided for within the **DISTRICT'S proposed** healthcare insurance coverage program for the District's Leechburg Education Association teachers.

(b) **ADMINISTRATOR/ ADMINISTRATORS** shall be entitled to Individual, Parent-Child, Parent-Children, Husband-Wife or Family Dental Coverage as Employee's circumstances warrant and as the same are designated and are provided for within the **DISTRICT'S** proposed Dental insurance coverage program for the District's Leechburg Education Association teachers.

(c) **ADMINISTRATOR/ ADMINISTRATORS** shall be entitled to Individual, Parent-Child, Parent-Children, Husband-Wife or Family Dental Coverage as Employee's circumstances warrant and as the same are designated and are provided for within the **DISTRICT'S** proposed Vision insurance coverage program for the District's Leechburg Education Association teachers.

(d) **WAIVER** - Should **ADMINISTRATOR/ADMINISTRATORS** elect not to have healthcare insurance coverage (i.e. Medical, Hospitalization and Major Medical) to which **ADMINISTRATOR/ADMINISTRATORS** would otherwise be entitled through **DISTRICT**, **ADMINISTRATOR/ADMINISTRATORS** shall be entitled to waive said coverage and in lieu thereof shall be entitled to compensation in the amount of \$3,500 yearly where **ADMINISTRATOR/ ADMINISTRATORS** is/are eligible for individual coverage, and \$7,000 yearly where **ADMINISTRATOR/ADMINISTRATORS** is/are eligible for coverage greater than individual coverage. Eligibility and payment shall be subject to and governed by **DISTRICT'S** policies and procedures governing the operation of the same, including, but not limited to, said payment being made in the final month of the school (fiscal) year.

(f) **FUTURE HEALTHCARE COVERAGE:** All parties acknowledge and agree that any adjustments in said programs for the District's Leechburg Education Association teachers, whether the same shall be an improvement in said coverage or a concession in said coverage, shall also be applicable within this Agreement.

3. Term Life Insurance: **DISTRICT** shall pay the premium through **DISTRICT'S** group term life insurance policy for term life insurance for **ADMINISTRATOR(S)** in the face amount equal to One (1) time their annual salary, but not more than One Hundred Fifty Thousand Dollars (\$150,000.00), throughout the effective term of this Plan. Provided that the same is permitted by the carrier, **ADMINISTRATOR(S)** shall be entitled to purchase, at his/her own cost and expense, an additional amount of term life insurance through **DISTRICT'S** group program at the **DISTRICT** rate. Upon retirement from **DISTRICT**, each **ADMINISTRATOR** shall be permitted the opportunity to individually negotiate with the **BOARD** for continuing insurance coverage.

#### 4. Payroll Deductions:

(a) The District agrees to deduct from the salaries of its Administrators covered under this Plan tax-sheltered annuities offered by the District in such amounts as determined by the Administrator. In order for said deductions to be made from payroll, each Administrator must make such request in writing prior to September 30. Once said request is made and the amount of the deduction is fixed, said deduction can be changed once and then shall continue to be made at said rate until the end of the current school year.

(b) The District agrees to deduct from the salaries of its Administrators such amounts as determined by the Administrator for the purchase of savings bonds.

#### 5. Payday—

(a) Administrators shall be paid on the tenth (10th) and twenty-fifth (25th) of each month. When these dates occur on weekends or during holiday breaks, payment shall be in accordance with existing practice.

(b) Direct Deposit. The District agrees to continue a Direct Deposit Payroll Program of which Administrators may avail themselves, provided that minimal cost is imposed upon the District. The District reserves the right to discontinue this program if at any point the direct deposit program becomes a significant cost or implementation burden.

#### 6. Administrator Leave—Paid

(a) Sick Days--All 12-month administrative staff members shall receive 12 sick days annually, which shall be cumulative.

(b) Bereavement Leave-- Leaves of absence for death in the immediate family or for near relatives shall be as set forth in the current contract between the Leechburg Area School District and the Leechburg Education Association. Where not otherwise provided, the same shall be governed by the Pennsylvania Public School Code. Whenever an Administrator shall be absent from duty because of a death in the immediate family, near relatives or those parties as set forth below, there shall be no deduction in salary of said Administrator in accordance with the following:

1. Husband and wife - six (6) school days.
2. Father, mother, son, daughter - five (5) school days.
3. Grandparent, Parent-in-law, brother, sister, grandchild, or any person with whom the Administrator has made his/her home - four (4) school days.
4. Son-in-law, daughter-in-law, or near relative who resides in the same household - three (3) school days.



(c) Jury Duty/Witness-- An Administrator called for jury duty or subpoenaed as a witness in a proceeding in which said Administrator or an immediate family member is not a party, shall be compensated for the difference between the Administrator's salary and the pay received for the performance of such obligation. Said Administrator shall be responsible, in good faith, to seek recovery from all other sources that may be available. In addition, said Administrator shall also, in good faith, monitor, organize and attempt to provide for the performance of their duties and responsibilities so as to permit the District's programs to continue.

(d) Family Illness--An Administrator shall be eligible to use up to five (5) existing sick days for family care leave annually for the care of immediate family members. As used in this section, immediate family member shall include spouse, child, parent and other persons who have resided in the same household. The Administrator shall issue notice to the District of the use of said days by following the same procedure as used for use of sick leave. The Administrator's current/accumulated sick leave shall be charged for any absence under this provision.

(e) Sabbatical Leave-- District Administrators shall be entitled to District consideration of Sabbatical Leave in accordance with the provisions of the applicable laws, rules, regulations, etc., in effect at the time that said Leave is to be considered/taken.

(f) Personal Leave-- All administrative staff members shall receive three (3) personal days annually, which shall be cumulative to five (5) days.

The same shall be subject to the approval of the Superintendent.

2. Notice to the Superintendent shall be made three (3) days before taking such leave (except in emergencies).
3. Request will be granted on a first-come, first-served basis.
4. Leave is refused the first and last student day of each school year, except in an emergency.
5. Leave is refused on the day scheduled for Open House, except in an emergency.

Any unused days that are not transferable to the following year will be credited to sick leave, shall be required to be used last, and the same shall not be entitled to be considered under the terms of any provision regarding the payment for unused sick leave.

## **7. ADMINISTRATORS' LEAVE – UNPAID**

A. Military Leave-- District Administrators shall be entitled to District consideration of Military Leave in accordance with the provisions of the applicable laws, rules, regulations, etc., in effect at the time that said Leave is to be considered/taken.

## B. Maternity Disability/Child-Rearing/Adoption Leave.

1. A maternity disability leave will be granted by the Board upon written request in accordance with the policies of the Board and applicable laws and regulations.
2. A child-rearing leave will be granted by the Board upon written request in accordance with the policies of the Board and applicable laws and regulations.
3. An adoption leave shall be granted by the Board upon written request in accordance with the policies of the Board and any applicable laws and regulations where an Administrator adopts a child five (5) years of age or under.

C. Prolonged Illness Leave. An Administrator may be granted an unpaid "prolonged illness" leave of absence for a period of time up to one (1) school year with full medical benefits wherein the District may be able to purchase the benefits from the carrier. Reasons for this leave will be:

1. All other accumulated leave is depleted.
2. Illness or injury prevents the Administrator from performing their duties and responsibilities.

The District shall have the right to have the Administrator examined by Healthcare Practitioners of the District's choice, at the District's cost and expense, to determine whether the asserted illness or injury prevents the Administrator from reporting to work.

## D. Family and Medical Leave

1. Where the Family and Medical Leave Act of 1993 (hereinafter FMLA) remains in effect and applicable to the District by law, the District agrees that the following shall apply:
  - a. The calculation of the "leave year" (12 month period) shall be based on a "rolling" twelve (12) month period such that an Administrator shall not be eligible for such leave if said Administrator has had such a leave within the previous twelve (12) month period.
  - b. Other paid or unpaid leave provided for in this Agreement or otherwise required to be provided by statute and not permitted to be credited against the FMLA, shall not be required to be used for FMLA qualifying purposes, unless specifically requested as such by the Administrators.
  - c. The District shall not require Administrators to remain out of work on involuntary leave beyond time deemed necessary by the Administrator.
  - d. Nothing in this Agreement shall be construed to lessen or diminish the rights otherwise guaranteed to the Administrator and the employer under the FMLA.

e. It is further agreed and understood that nothing in the FMLA shall lessen or diminish any rights to leave that are contained elsewhere in this Agreement or are otherwise guaranteed by statute, except as specifically provided herein.

f. All terms in this provision of the Agreement, not otherwise defined, shall correspond to those definitions in the Act and its regulations.

g. If both spouses are employed by the District, each employee shall be individually entitled to all FMLA leave rights. However, both employees shall not be eligible for said leave at the same time unless one of the employees is taking said leave because of his/her own disability.

h. The District shall be entitled to require documentation satisfactory to the District that all requirements which render said Administrators eligible for FMLA have been met, prior to granting said leave.

8. ADDITIONAL FUTURE BENEFITS--Should the District grant any additional or alternative benefit programs to other District employee groups, upon request by the District administrators, the District agrees that it shall meet, in good faith, to discuss the possible implementation of said additional benefits/alternative programs.

9. COORDINATION OF PROGRAMS--Should the District have benefit programs that are similar to the above benefits for other District employees, the District reserves the right to implement the other benefit programs for ease of administration and consistency.

#### 10. VACATION –

(a) All 12-month administrative staff members covered by the terms of this Plan shall receive twenty (20) days vacation annually.

(b) For administrators hired after July 1, 2000, vacation time will be accrued as follows:

One (1) vacation day will be earned for every 18.25 calendar days of employment. An Administrator's vacation use may be anticipated with the approval of the Superintendent. If, however, the Administrator's employment with the District is terminated for any reason, and the Administrator has taken paid vacation time in excess of one (1) day per 18.25 calendar days worked for that given year, the Administrator shall be required to reimburse the District the full amount of vacation time for which he or she was paid in excess of the time actually earned by the Administrator as provided in this section. Such reimbursement shall include a payroll deduction. The District shall have the right to deduct any reimbursement due from any payments due to the Administrator.

(c) All twelve-month administrators shall be permitted to carry over five (5) unused vacation days such that an administrator may have up to a maximum of twenty five total vacation days in any given year, and in extraordinary circumstances approved by the Board, the District may pay for five (5) unused vacation days per year at the daily rate of the administrator's salary for the applicable year.

11. HOLIDAYS--In addition, the administrative staff shall receive the following holidays during the school year:

New Year's Day; Good Friday; Easter Monday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Day after Thanksgiving; Monday after Thanksgiving; the Day before Christmas; Christmas Day; the Day after Christmas; and New Year's Eve. In the event the holiday falls on a Saturday or Sunday, the superintendent and the administrative team shall mutually agree on an alternative date in lieu of the Saturday or Sunday.

\*The District reserves the right to modify the specific holiday schedule so as to coincide with the District's scheduled operations.

\*\* All parties recognize that ADMINISTRATOR(S) shall be entitled to those holidays off, however, based upon ADMINISTRATOR(S) being a salaried employee and ADMINISTRATOR'S compensation for those holidays being included in ADMINISTRATOR'S salary as set forth herein, ADMINISTRATOR(S) shall not be entitled to any additional compensation.

12. TRAVEL/ACCIDENT INSURANCE-- The Board shall provide the administrative personnel with supplemental travel/accident insurance through the Pennsylvania School Boards Association or the equivalent while traveling on school business.

13. ANNUAL EXAMINATION/WELLNESS BENEFIT--The Board shall provide administrative staff with \$150.00 annually toward physical examinations and/or a wellness/fitness program.

14. PROFESSIONAL MEMBERSHIP--The Board shall annually pay for the reasonable cost of one full membership for each administrator to one professional organization of the administrator's choice.

15. SPECIAL PROVISIONS— **DISTRICT** does hereby offer a One Time Early Retirement Incentive Program in accordance with the terms and conditions set forth in **EXHIBIT B** attached hereto. Eligible Administrator(s) who desire to avail themselves of the benefits of said program must exercise any right that they may have to do so in a timely manner and in that manner set forth in said incentive program. Upon the passage of the time deadline, said program shall automatically terminate and shall no longer be available to Administrator(s) who may otherwise have been eligible.

In witness whereof, I/We have hereunto set our hands and seals this 17<sup>th</sup> day of June, 2015.

Witness:

Signature of Administrators:

\_\_\_\_\_

\_\_\_\_\_

Matthew A. Kruluts, K-12 Principal

\_\_\_\_\_

\_\_\_\_\_

Mark George, Tech. Director/PIMS/Transportation

\_\_\_\_\_

\_\_\_\_\_

K-12 Assistant Principal

**BOARD APPROVAL:**

Attest:

**LEECHBURG AREA SCHOOL DISTRICT**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
BOARD PRESIDENT:

**EXHIBIT A**

**DUTIES AND RESPONSIBILITIES OF ACT 93 ADMINISTRATORS  
LEECHBURG AREA SCHOOL DISTRICT**

**LEECHBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** K-12 Principal/School Psychologist

**QUALIFICATIONS:**

1. A valid Pennsylvania Permanent or Instructional II Teacher Certificate, or its equivalent.
2. A valid K-12 Principal Certification.
3. At least five (5) years of successful teaching experience, or its equivalent.

**REPORTS TO:** Superintendent or Designee (K-12 Principal)

**SUPERVISES:** Teachers/Custodial/Secretarial Staff

**JOB GOAL:**

To promote the educational development of students through the effective supervision of Staff and the development of appropriate educational programs to manage the educational Facility.

**ESSENTIAL JOB FUNCTIONS:**

1. Supervises and directs the elementary and secondary schools educational program and maintains an effective learning climate in the school.
2. Assumes responsibility to ascertain that all Board Policies and Regulations are implemented and observed by teaching staff and students. Conducts teaching staff meetings as necessary (in compliance with teacher contracts), for the proper functioning of the school.
3. Assist in the development, revision, and evaluation of the district curriculum and functions as resource person in areas of curriculum as assigned by the Superintendent.
4. Observes and Evaluates Professional Staff to assist them to perform more effectively and efficiently.
5. Assist in the recruitment, screening, hiring, training and evaluating of the school's professional staff in accordance with Policy.
6. Programs classes for the district schools within the established guidelines to meet the student needs and assigns staff as needed, in consultation with the Superintendent.
7. Supervises the enrollment, assignment, transfer, discipline, and maintenance of records for all district students.
8. Assumes the responsibility of Home School Visitor and Attendance/Truancy Officer for the district.
9. Supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the administration of the district schools.
10. Supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the administration of the Student Assistance Programs at the elementary and secondary level.
11. Participates in Administrative meetings, negotiation (Meet and Discuss) meetings, and such other meetings as are required or appropriate.
12. Prepares and submits the secondary and elementary school's budgetary requests and monitors expenditures of funds.
13. Assumes leadership in the direction of the district's extracurricular activities and sports programs. Attends evening school activities at the elementary and secondary level.

14. Keeps the Superintendent informed of the school's activities and problems.
15. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discerning problems of mutual interest with others in the field.
16. Establishes and maintains favorable relationships with local community groups and individuals, in order to foster understanding and solicit support for overall school objectives and programs; interprets Board Policies and administrative guidelines; discusses and resolves individual student problems.
17. Monitors and requests that building maintenance be done in order to provide a healthful, safe, pleasant, comfortable educational environment in which children can learn.
18. Participates in the planning, coordinating, directing, and/or presenting of professional development activities to ensure staff is current in teaching procedures.
19. Oversees the Pupil Personnel programs including Nursing and K-12 Guidance and Counseling.
20. Coordinates and evaluates the provision of grant funded programs including but not limited to; School Police Officer, Accountability Block Grant and Dual Enrollment.
21. Coordinates the District's Special Education Program assuring compliance with all state and federal regulations.
22. Coordinates the School District's Drug and Alcohol, Suicide and Bully Prevention Initiatives.
23. Supervises the provision of Psychological Services for the district. Provide additional School Psychologist Services as needed to comply with state and federal regulations.
24. Coordinate the District Assessment Programs. Serve as the District Assessment Coordinator for PSSA/Keystone Exams
25. Responsible for any and all other duties assigned by the Superintendent or Designee.

**TERMS OF EMPLOYMENT:**

K-12 Principal/School Psychologist shall be a twelve-month employee. The actual work dates are negotiable with the Superintendent or his Designee.

**EVALUATION:**

Performance of the job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Administrative Personnel.

Approved by: \_\_\_\_\_

Date:

\_\_\_\_\_

Received by: \_\_\_\_\_

Date:

\_\_\_\_\_



**LEECHBURG AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** K-12 Assistant Principal

**QUALIFICATIONS:**

4. A valid Pennsylvania Permanent or Instructional II Teacher Certificate, or its equivalent.
5. A valid Elementary Principal Certification or K-12 Principal Certification.
6. At least five (5) years of successful teaching experience, or its equivalent.

**REPORTS TO:** Superintendent or Designee (K-12 Principal)

**SUPERVISES:** Elementary Teaching/Custodial/Secretarial Staff

**JOB GOAL:**

To promote the educational development of students through the effective supervision of Staff and the development of appropriate educational programs to manage the educational Facility.

**ESSENTIAL JOB FUNCTIONS:**

26. Supervises and directs the elementary schools educational program and maintains an effective learning climate in the school.
27. Assumes responsibility to ascertain that all Board Policies and Regulations are implemented and observed by elementary school staff and students. Conducts elementary staff meetings as necessary (in compliance with teacher contracts), for the proper functioning of the school.
28. Assist in the development, revision, and evaluation of the elementary curriculum and functions as resource person in areas of curriculum as assigned by the Superintendent.
29. Observes and Evaluates all Professional Staff to assist them to perform more effectively and efficiently.
30. Assist in the recruitment, screening, hiring, training and evaluating of the school's professional staff in accordance with Policy.
31. Programs classes for the elementary school within the established guidelines to meet the student needs and assigns staff as needed, in consultation with the K-12 Principal.
32. Supervises the enrollment, assignment, transfer, discipline, and maintenance of records for all elementary students enrolled in the school. Assist with disciplinary issues at the secondary level in the absence of the K-12 Principal.
33. Assist with the responsibility of Attendance/Truancy Officer for the district.
34. Supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the administration of the district schools.
35. Supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the administration of the Student Assistance Program.
36. Participates in Administrative meetings, negotiation (Meet and Discuss) meetings, and such other meetings as are required or appropriate.
37. Prepares and submits the elementary school's budgetary requests and monitors expenditures of funds.
38. Assumes leadership in the direction of the elementary school's extracurricular activities. Attends elementary evening school activities. Assist K-12 Principal, when necessary, by attending secondary activities and banquets.

39. Administers, maintains and controls Federal Programs. Submits all required budget and paperwork as dictated by the government.
40. Assumes responsibility to serve as District Administration Liaison to the Parent Teacher Association (PTA). Keeps before them the policies of the school and purposes of PTA.
41. Keeps the Superintendent informed of the school's activities and problems.
42. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discerning problems of mutual interest with others in the field.
43. Establishes and maintains favorable relationships with local community groups and individuals, in order to foster understanding and solicit support for overall school objectives and programs; interprets Board Policies and administrative guidelines; discusses and resolves individual student problems.
44. Monitors and requests that building maintenance be done in order to provide a healthful, safe, pleasant, comfortable educational environment in which children can learn.
45. Participates in the planning, coordinating, directing, and/or presenting of professional development activities to ensure staff is current in teaching procedures.
46. Oversee the program of guidance and counseling for elementary school students.
47. Responsible for any and all other duties assigned by the Superintendent or Designee.

**TERMS OF EMPLOYMENT:**

K-12 Assistant Principal shall be a ten-month employee. The individual in this position will work the 187 Teacher assigned days. In addition, to meet the demands of the position he/she will work and additional ten (10) days prior to when the teachers start and ten-days after the last teacher In Service Day. The actual work dates are negotiable with the Superintendent or his Designee.

**EVALUATION:**

Performance of the job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Administrative Personnel.

Approved by: \_\_\_\_\_

Date:

\_\_\_\_\_

Received by: \_\_\_\_\_

Date:

\_\_\_\_\_

**Leechburg Area School District**  
**Director of Technology/PIMS Manager/Transportation Coordinator**  
Job Descriptions

**TITLE:** Director of Technology/PIMS Manager/Transportation Coordinator

**QUALIFICATIONS:** B.S. in a Technology Major or related field

**REPORTS TO:** Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES:**

**Director of Technology:**

1. The Director of Technology provides leadership and technology strategy aligned with district goals and technical expertise in the design, development, support and management of the District's Wide Area and Local Area network plus Internet connectivity and manages the daily operations of a technical staff.
2. Develops the annual Technology budget within the guidelines established by the Superintendent and School Board.
  - a. Purchases technology items in the annual budget.
  - b. Approves day-to-day budget expenditures as required to maintain network and educational functions.
  - c. Reviews and approves all system technology purchases to assure compatibility.
  - d. Prepares proposals and solicits bids for system technology needs.
3. Maintains efficient operations of the Computer Center, including the help desk and network resources. Resolves escalated help desk issues as necessary.
4. Formulates technology training policies, programs, and schedules, based on knowledge of identified training needs.
5. Provides professional development opportunities for technical and training support staff to keep abreast of the rapid changes in technology and software.
6. Reviews, revises and develops policies and procedures for Technology along for approval by the Superintendent of Schools and the School Board. Creates and develops technology policies and procedures that adhere to District, State and Federal regulations.
7. Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system, that will provide capability for new or upgraded networks, while maintaining efficient operation.
8. Consult with administrators, teachers, and staff to define equipment needs.
9. Contracts with vendors to provide needed technology solutions.
10. Manage vendor relationships, including maintenance, hardware and software upgrades, and ongoing development work with the system and users.

11. Directs technology staff in technology maintenance and installation. Evaluates the job performance of the technology staff. Assists staff to diagnose and solve computer equipment problems.
12. Maintain an inventory of technology in the school district.
13. Attend conferences, seminars, and training sessions to maintain competency level.
14. Manage software licenses installed on District computers and servers.
15. Holds responsibility for the Student Information Software, including server and software upgrades and security access to software modules.
16. Supports the Business office with the Financial Management System.
17. Manages and programs door access systems.
18. Manages and programs security cameras and software
19. Manages and programs the District telephone system.
20. Manages the photo identification system.
21. Manages and supports food service software system.

\*Perform all other duties as assigned by the Superintendent.

**PIMS Manager:**

1. Responsible for the collection, monitor, and reporting the data and documents, in accordance with the No Child Left Behind federal legislation, as necessary.
2. Responsible for coordinating data entry, data maintenance, and data correction in district information systems for State-required PIMS Reporting.
3. Assist in the management of the student information system, the district data warehouse and the state information system.
4. Manages the collection of student data and reporting for PIMS.
5. Responsible for uploading PIMS files downloaded from District information systems to the PIMS State system, addressing errors resulting from file upload, and ensuring files loaded by State-identified deadline dates.
6. Responsible for contacting the PIMS Help Desk to log issues and/or questions on behalf of the district related to PIMS.

7. Responsible for reviewing update PIMS Manuals and addressing changes as needed with end-users.
  8. Responsible for working with district's information system vendors in handling changes to PIMS reporting requirements.
  9. Download and upload various student files to and from the district's information system.
  10. Download and upload various files to and from PDE systems
  11. Understand and correctly interpret error report related to the data movement process between the district and PDE systems.
  12. Responsible for PAsecure ID Review.
  13. Serve as Security Administrator for the District for PDE applications
- \*Perform all other duties as assigned by the Superintendent.

**Transportation Coordinator:**

1. Conforms with all state laws and regulations regarding school transportation.
  2. Develops and administers a transportation program to meet all the requirements of the daily instructional program.
  3. Prepares bus routes for all public and nonpublic schools in the district.
  4. Prepares and updates bus schedules for all public and nonpublic schools in the district.
  5. Act as liaison with parents for complaints and special requests.
  6. Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives.
  7. Develops recommendations for future transportation needs.
  8. Maintain a cooperative working relationship with all personnel, students, bus contractor and parents.
- \*Perform all other duties as assigned by the Superintendent.

**TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the District Act 93 Agreement.

**EXHIBIT B**  
**RETIREMENT INCENTIVE PLAN FOR**  
**LEECHBURG AREA SCHOOL DISTRICT ADMINISTRATORS**  
**WHO ARE SUBJECT TO THE DISTRICT'S ACT 93 COMPENSATION PLAN**

This Retirement Incentive Program is offered to all full-time Administrators of the Leechburg Area School District who are part of the District's Act 93 Administrative Compensation Plan, but is not and shall not permanently become part of any such Plan, contract or other agreement affecting such employees. This retirement incentive shall only be offered on the terms and conditions set forth below.

**A. Time Period**

This retirement incentive program is offered only for permanent retirements of eligible employees from the PSERS retirement system having **THIRTY (30)** or more years of credited service within said PSERS retirement system. Said retirement must be effective on or before the commencement of the appropriate school year.

**B. Eligibility**

1. To be eligible for the retirement incentive, an employee must be in current fulltime active employment status with the Leechburg Area School District, must have **THIRTY (30)** or more years of credited service within said PSERS retirement system and said Administrator must be permanently retiring from the PSERS retirement system (except for temporary or other substitute work that may be permitted by said PSERS retirement system without penalty, but which does not continue to accrue retirement credit).

2. The employee must submit an irrevocable letter of resignation to the District Business Manager, with said resignation being effective on or before the start of the school year.

3. The employee must actually retire on or before the start of the school year and must immediately commence drawing a monthly retirement benefit pursuant to PSERS.

**C. Benefits**

1. District shall provide and pay the District's portion of the premium for family healthcare insurance coverage (including dental and vision) for a period up to five (5) continuous years immediately following Administrator's retirement from District in accordance with the terms and conditions of the District's healthcare insurance program then in effect at the time that the coverage is to be provided (including but not limited to any changes in plan provider, coverage, or additional employee costs applicable to active employees in the same job classification as the retiree)

2. Eligible employees who retire in accordance with the terms and conditions of this ~~Early~~ Retirement Incentive Plan cannot defer any aspect of this Plan.

3. District's obligation for the provision of said benefits and for payment of the same shall continue until the first of the following conditions occurs:

- a. Five (5) years of coverage has been provided;
- b. Retiree is eligible to receive coverage under a governmental agency plan; or
- c. Retiree is gainfully employed and comparable medical benefits are available from the employer.

\*Should any of the above conditions occur that would provide for the suspension of Retiree's eligibility for benefits/coverage under the terms of this ~~Early~~ retirement incentive program, and should said event giving rise to said suspension of benefits terminate during that period that Retiree would otherwise have been eligible for coverage, where permitted by law and the carrier, Retiree shall be permitted to reinstate coverage under the terms and conditions of this Program for the balance of the time period for which Retiree would have been entitled to the same (i.e., Retiree is eligible for five (5) years of coverage, has coverage in place for a period of one (1) year, obtains employment in which Retiree has alternative coverage for a period of two (2) years which is then lost, Retiree would then be entitled to reinstate coverage under the terms and conditions of this policy for the remaining two (2) year period).

4. Retiree is affirmatively obligated to notify District within fifteen (15) days of the occurrence of any condition that may affect coverage. Failure to timely notify will require the retiree to reimburse District for any coverage costs that District incurs after the fifteen-day grace period.

5. Retiree is obligated to contribute to the purchase of individual healthcare coverage that amount as may from time to time be provided under Act 23 of 1991 or any similar amended or successor provision. Said payment shall be credited first against any obligation on the part of Retiree for the payment of any portion of premiums for said coverage and only any amount in excess of Retiree's portion of said premium shall be applied to that portion of the premium for which District is obligated to pay.

6. The District shall pay one hundred (100%) percent of the cost of medical benefits for the retiree and spouse, if any. Provided however, before any premium is paid for the retiree's coverage, the retiree is obligated to contribute to the purchase of such coverage a minimum of \$100.00 per month, or such equal, lesser or greater amount as may from time to time be provided under Act 23 or 1991 or any similar or successor provision. The School District's obligation shall be to pay, beyond the retiree contribution, the balance of the premium. If for any reason the retiree is not eligible or becomes ineligible for the amounts provided by said Act 23, as amended, then the retiree shall be required to pay fifty (50%) percent of any increase in medical benefits cost during the remaining period of eligibility.

In the event the retiree's spouse is or becomes eligible to receive the monthly payment of the \$100 or greater amount detailed in the immediate preceding paragraph provided under Act 23 of 1991, or any similar successor provision, the spouse will be required to pay the District 50% of that reimbursement.

7. The district will reimburse the retiree for any unused sick days that have been accrued as a part of employment at Leechburg Area School District at a rate of \$100.00/day, to be deposited into a 403b-type plan.

**D. Revocation**

Upon the passage of any legally-required revocation period, said employee's submitted letter of retirement shall be binding and irrevocable and shall permanently sever the employment relationship between the employee and the District.