

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and concluded on this 28th day of March, 2023, between the BOARD OF SCHOOL DIRECTORS of the QUAKERTOWN COMMUNITY SCHOOL DISTRICT, with offices at 100 Commerce Drive, Quakertown, Pennsylvania (hereinafter referred to as "School District"), and DR. MATTHEW B. FRIEDMAN, an adult individual residing in Downingtown, Pennsylvania (hereinafter referred to as "Dr. Friedman" or "Superintendent").

WHEREAS, the Board of School Directors of the District, at a regularly scheduled meeting, duly and properly called on the 28th day of March, 2023, did appoint Dr. Friedman to the office of Superintendent in accordance with the provisions of Sections 508, 1071, 1073 and 1073.1 of the Commonwealth of Pennsylvania's Public School Code of 1949, as amended (hereinafter referred to as "Public School Code"); and

WHEREAS, the parties have agreed upon certain terms and conditions of employment and desire to reduce said terms and conditions to writing;

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

1. The School District agrees to employ Dr. Matthew B. Friedman as Superintendent of the School District for the term commencing on the 1st day of July 2023 and ending on the 30th day of June 2027, and Dr. Friedman agrees to accept employment for said term. This Agreement shall terminate immediately upon the expiration of the aforesaid term unless the Agreement is sooner, modified, or terminated in accordance with this Agreement or allowed to renew automatically in accordance with Section 1073(b) of the Public School Code.

2. During the term of this Agreement, the Superintendent shall perform the duties and responsibilities of the office and shall perform said duties in accordance with the laws of the Commonwealth of Pennsylvania, the policies of the School District, and the directions of the Board of Directors. The job description for the position of Superintendent is attached hereto as Exhibit "A" and incorporated by reference. The Superintendent understands that the description may be amended from time to time by the Board.

3. The Superintendent covenants and agrees that he possesses all of the qualifications that are required by law to serve as Superintendent. The Superintendent agrees to maintain, throughout the term of this Agreement, a valid and current commission or other legal credentials as may be required by applicable laws or regulations and to present the same to the Board of School Directors. He further agrees to subscribe to and take the proper oath of office before entering upon the duties.

4. The Superintendent shall be responsible for the day-to-day administration of the District. Board Members may have contacts with staff of the District; however, the Board shall notify the Superintendent about these contacts if they relate to official business of the District. Nothing in this section shall preclude the right of Board Members to exercise their responsibilities as individual Board members in the areas of monitoring District operations, conducting oversight activities, or visiting schools. The Superintendent shall have a seat on the Board of School Directors and the right to speak on all issues before the Board but shall not have the right to vote. The Superintendent and/or his designee shall have the right to attend all regular and special meetings of the Board and all committee meetings thereof, excepting those relating to the Superintendent's own employment, and shall serve as advisor to the Board and its committees in all matters affecting the District.

5. Effective July 1, 2023, for services rendered under this Agreement, the District shall compensate the Superintendent at an annual rate of Two Hundred Seven Thousand Dollars (\$207,000.00), payable in accordance with the School District's normal payroll policies and procedures. The salary shall become the Superintendent's "annual base salary." Thereafter, effective on July 1, 2024, on July 1, 2025, and on July 1, 2026, provided that the Superintendent receives an evaluation rating of at least "proficient" (or comparable rating) for the preceding school year, the Superintendent shall receive a minimum increase added to his annual base salary in the amount of two and one-half percent (2.5%) added to his then-current annual base salary. Each increase shall be added to and become part of his annual base salary. The Board hereby retains the right, in its discretion, to increase the salary of the Superintendent at any time during the Term of this Agreement. However, the Board shall not decrease the Superintendent's salary at any time during the Term of this Agreement unless agreed to in writing by the Superintendent.

6. **Assessment of Performance.** It is agreed by the Parties hereto that not less than two (2) annual meetings will be held between the Board of School Directors and the Superintendent. The first such meeting shall be to establish the goals and objective performance standards of the Superintendent for the succeeding School Year, which said meeting shall occur before the commencement of the succeeding School Year. The second meeting shall be devoted to a private discussion of the evaluation of the Superintendent's performance. The annual evaluation meeting shall be conducted in an Executive Session limited to members of the School Board and the Superintendent at the end of each year of the term of this Agreement or any extension thereto, at which time the School Board and the Superintendent will discuss and evaluate the performance of the Superintendent as measured against the duties, goals and objective performance standards established by the mutual agreement of the School Board and the Superintendent prior to the commencement of the academic year. An evaluation instrument

and method mutually agreed upon in writing by the Board and the Superintendent shall be utilized for the annual performance assessment. Prior to the commencement of the School Year, the Superintendent shall develop a preliminary document with a list of proposed goals and objective performance standards, which shall be a basis for discussion between the School Board and the Superintendent, which together, the School Board and Superintendent shall mutually establish the final goals and objective performance standards for the succeeding School Year. The outcome of the evaluation by the School Board shall be communicated to the Superintendent in writing. The Superintendent shall have the right to make a written response to the evaluation. The Board's evaluations and the Superintendent's response(s) shall be totally private and in no manner become public knowledge or conversation, except as otherwise expressly required by state or federal law. The Superintendent's performance shall be deemed satisfactory in any year when a formal performance assessment is not completed in accordance with this Agreement.

7. The goals and objective performance standards, as established pursuant to this Agreement, shall be posted on the School District website, and upon completion of the annual evaluation, the Board of School Directors shall post the date of the evaluation and whether or not the Superintendent has met the agreed-upon performance objectives, which said posting shall be in accordance with the provisions of the Pennsylvania School Code. No other information regarding the Superintendent's performance assessments 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 Superintendent hereby mutually agree to the objective performance standards which are attached hereto as Exhibit "B" and incorporated herein by reference, and which shall be reviewed and updated as necessary on or before July 1st of each year of this Contract unless another date is mutually agreed upon by the Board and Superintendent.

8. The Superintendent shall be provided a private office, secretarial support, appropriate technology, and such other facilities and services as the School Board shall determine to be suitable to the position and adequate for the performance of the Superintendent's duties.

9. The Superintendent is authorized to incur reasonable expenses, including mileage, in the performance of his duties. The School District will reimburse the Superintendent for such expenses upon presentation by the Superintendent, from time to time, of an itemized account of such expenditures. No personal expenses, except for the mileage reimbursement, shall be paid to the Superintendent unless said expenses were preapproved by the President of the Board of School Directors.

10. The Superintendent shall accrue and utilize vacation in accordance with the provisions of the Act 93 Administrative Agreement. The Superintendent shall receive twenty-five (25) days of vacation leave with full pay each year of this Contract, which shall be credited in full July 1, 2023 and on July 1st of each subsequent year of this Contract. On June 30th of each year of this Contract, the District shall pay the Superintendent for up to a maximum of five (5) days of unused vacation leave at his then-current per diem rate of pay for each day of unused vacation leave. The District shall pay the Superintendent for any days of vacation leave at the time this Contract is terminated for any reason, whether voluntary or involuntary, at his then-current per diem rate for each unused day of vacation.

11. The Superintendent shall be entitled to observe as holidays, without loss of compensation, the days scheduled by the School District as holidays.

12. The Superintendent shall be credited on the first day of this Agreement with up to twelve (12) days of sick leave that he accrued in his previous employment. In addition, the Superintendent shall be entitled to twelve (12) allowable days of sick leave during each fiscal

year without loss of pay, and such days may be accrued in accordance with the provisions of the Act 93 Administrative Agreement. The Superintendent may accumulate sick leave not used during a fiscal year in accordance with the provisions of the Act 93 Administrative Agreement. A lump sum payment for unused, accumulated sick leave shall be paid to the Superintendent, at the end of the Superintendent's employment, as provided in the Act 93 Administrative Agreement. The School Board may, at its sole discretion, agree that in the event of a serious illness, injury, or the like, grant the Superintendent additional sick days so that the Superintendent does not experience a reduction in compensation, and the School Board may, at its sole discretion, agree to pay to the Superintendent, the difference between any payments made to the Superintendent as a result of the short or long term disability insurance payments provided to the Superintendent pursuant to the Act 93 Administrative Agreement, and his base compensation.

13. The Superintendent shall devote his time, attention, energy, skill, and labor to his employment during his term of office under the Agreement; provided, however, that the Superintendent may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations, not inconsistent with the provisions of the School Code and the laws of Pennsylvania, provided that he shall have obtained the approval of the Board of School Directors. Notwithstanding the foregoing, Superintendent agrees that he shall not engage in nor have any direct business or financial ties to any persons or organizations doing business with the Quakertown Community School District or employees of the District or the Board of School Directors. The Superintendent may attend appropriate professional meetings at the local level at the expense of the School District.

14. In addition to the base salary, as noted in Paragraph 5 of this Agreement, the Superintendent will also receive an amount equal to three (3%) percent of his base salary per

academic year beginning with the 2023-2024 School Year, provided that the Superintendent contributes the like amount as an employee contribution to a 403(b) Plan, which said contribution shall be to a 403(b) Plan from the list of 403(b) approved providers.

15. The District shall pay the full cost of the Superintendent's annual membership and participation in up to three (3) professional organizations of the Superintendent's choosing. The District recognizes the obligation to professional growth and development provided by these affiliations and encourages and permits the Superintendent to participate actively. The Superintendent may join additional professional organizations with the Board's preapproval.

16. The duties of the Superintendent require his presence at meetings, conventions, and conferences in order that he can maintain awareness of current education-related issues and information. The Superintendent shall have the right to attend regional, state, and national meetings, conventions and conferences for the purpose of professional development at the District's expense with the prior approval of the Board of School Directors. The District considers the expenses involved in such activities to be directly related to his duties and appropriate for reimbursement.

17. In addition to the benefits, as noted previously, the Superintendent shall receive all other fringe and other benefits as enumerated in the Act 93 Quakertown Community School District Administrative Agreement. As a supplement to these benefits, the District shall deposit Three Thousand Dollars (\$3,000.00) annually into a Flexible Spending Account (FSA) for the Superintendent's use in supporting an enhanced family dental plan and a family vision plan.

18. Upon approval by the Board of School Directors, the Superintendent shall be permitted to serve as an Instructor, Educational Consultant, and/or Adjunct Professor, provided that the service does not interfere with his duties to the School District. As a condition of seeking approval by the Board of School Directors, the Superintendent shall submit a written

request outlining the particulars of his desire to teach as an Instructor or an Adjunct Professor at an institution of higher learning.

19. The District and Superintendent hereby agree that the following provisions shall be applicable for the term of this Agreement, or any extension or renewal of this Agreement:

a. Notwithstanding the term of this Agreement, the Superintendent retains the right to retire and/or resign. However, before doing so, the Superintendent shall give the District not less than ninety (90) days prior written notice. Absent extraordinary circumstances, such retirement would become effective only on July 30 of any year of the term hereof. If this Agreement is terminated in this manner, the District shall pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, payment for unused leave that the Superintendent earned, accrued, and/or is entitled to receive in accordance with this Agreement through the effective date of his resignation and termination of this Agreement, plus any applicable post-employment and retirement benefits provided for in this Agreement;

b. In the event the Superintendent is complained against or sued in any court of record or before any administrative agency in his individual or official capacity as a result of actions by him in the performance of his duties, the District will provide legal counsel in his defense and will hold harmless and indemnify the Superintendent harmless from any claims made against him as a result of any actions taken by the Superintendent in the performance of his duties, except if the claim arises from a criminal act or an intentional tort. This obligation shall survive the termination of this Agreement;

c. The Superintendent shall, throughout the term of this Agreement, be subject to termination of contract for valid and just cause for reasons specified under Section 1080 of the Public School Code. However, the District shall not arbitrarily and

capriciously call for his dismissal without first providing the Superintendent with written charges, adequate notice of a hearing, a fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. The Superintendent shall have the right to be represented by counsel at his sole cost and expense. If following such a hearing or appeal, the Superintendent is not dismissed or is reinstated, the District shall assume responsibility for payment of costs incurred by the Superintendent in his defense, including attorneys' fees;

d. This Agreement may be terminated by the mutual consent, in writing, of the Superintendent and the Board. If this Agreement is terminated in this manner, the District shall pay and provide to the Superintendent all of the aggregate compensation, salary, and benefits, including but not limited to payment for unused leave that the Superintendent earned, accrued, and/or is entitled to in accordance with this Agreement through the mutually agreed-upon effective date of the termination of this Agreement, plus any applicable post-employment and retirement benefits provided for in this Agreement and any additional amount mutually agreed upon by the Board and Superintendent; and

e. This Agreement shall be terminated upon the death of the Superintendent, at which time the District shall pay to the Superintendent's estate and/or heirs all of the aggregate compensation, salary, and benefits the Superintendent earned, accrued, and/or is entitled to receive under this Agreement through the date of the Superintendent's death.

20. Miscellaneous:

a. All references to the Public School Code of 1949 contained herein shall also refer to any amendments to such Act or to any recodification of such Act;

b. If, in the opinion of legal counsel to the School District or counsel to the insurance carrier to the School District, a conflict exists with regards to providing a defense to the Superintendent under the School District's insurance policy and the insurance carrier does not provide and assign separate counsel to represent the Superintendent, the Superintendent may engage separate legal counsel for which the School District shall indemnify the Superintendent for costs and legal fees to such items for which the School District has agreed to provide indemnification as stated above. Those costs and legal fees shall not exceed reasonable rates and amounts, provided that such legal costs and fees are not recoverable by the Superintendent under any other insurance or professional association membership;

c. Any notice required by this Agreement shall be effective if mailed to the other party at the address shown herein or at such other address for which due notice has been given;

d. This Agreement or any provision thereof can only be terminated or modified by mutual consent of the parties, which shall be reduced to writing and signed by the parties;

e. In the event changes in Federal and State laws and/or regulations are modified so as to reduce the stated contractual benefit, the parties agree to reopen this contract, specifically to identify alternative benefits equal to the original terms; and

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

g. In the event that the Board of School Directors directs that any investigation of the Superintendent's conduct or performance be undertaken, the Superintendent shall be 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. Nothing herein shall obligate the Board to share attorney-client privileged or work product information with the Superintendent following the completion of any investigation of his conduct or performance, except as otherwise required by law.

21. It is the intention of the parties hereto that the terms and conditions of this Agreement shall be consistent and in full compliance with the provisions of the School Code and the laws of Pennsylvania and the United States, and that this Agreement shall be construed accordingly. If any provision of this Agreement is determined by any court to be invalid or inconsistent with the law, it is the intention of the parties hereto that all valid provisions that are severable from the invalid provisions shall remain in effect, and that this Agreement shall continue to be effective to the full extent that is consistent with the law.

22. The parties hereto shall fulfill all aspects of this Agreement; provided, however, that any exception hereto shall only become effective upon mutual written consent of the parties.

23. This Agreement contains the entire agreement between the parties hereto, except as otherwise stated herein, and supersedes all other agreements and representations, written or oral, on the subject matter hereof, including any statements in referenced exhibits or attachments that may be in conflict with the statements herein, and shall be binding on the successors, assigns, and legal representatives of the parties hereto.

(THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.)

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

Attest:



QUAKERTOWN COMMUNITY SCHOOL
DISTRICT

By: 

President, Board of School Directors



Dr. Matthew B. Friedman, Superintendent

EXHIBIT "A"

QUAKERTOWN COMMUNITY SCHOOL DISTRICT

Position Title: Superintendent of Schools
Department: District Office
Reports To: Board of School Directors
Prepared By: Director of Human Resources Date: 7/1/14

SUMMARY: As chief executive officer of the Board of School Directors and a Commissioned Officer of the Commonwealth of Pennsylvania, the Superintendent is responsible for the effective operation of the school district and the implementation of school board policies. This responsibility includes the general administration of effective educational programs and services, efficient business operations, district projects, and all other district involvements. The Superintendent is responsible for advising and recommending actions to the Board of School Directors with respect to these activities, and for meeting the district goals established in consultation with the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Principal Activities

The Superintendent is responsible for and has commensurate authority to accomplish the duties set forth below in accordance with both state requirements and district policies. The Superintendent may delegate partial or total responsibilities and activities together with proportionate authority for their fulfillment, but may not delegate or relinquish any portion of the accountability for results.

In each of the following areas, the Superintendent shall:

- Apprise the Board of School Directors on the condition of the district's educational system and the academic progress made by its students.
- Provide for an effective flow of communication between the Board and the staff of the school district.
- Prepare the agenda for Board meetings.
- Provide to the Board of School Directors necessary and helpful facts, information, and reports needed for informed decision-making.
- Develop and recommend to the Board of School Directors the overall objectives of the district's programs and services.
- Develop and recommend to the Board of School Directors long-range plans consistent with population trends, cultural needs, district facilities, and established goals and objectives.
- Develop and recommend educational policies to the Board of School Directors for their consideration and adoption and shall be responsible for the implementation of approved Board policies.
- Be responsible for the execution of all decisions of the Board of School Directors except when specifically assigned to others by law or Board action.

- Be responsible for the development and maintenance of sound plans of organization, effective educational programs and services, and well-defined practices and procedures for the Board of School Directors.
- Authorize the initiation, transfer, or curtailment of specific programs, projects, services, activities, or functions.
- Ensure that the district is staffed with competent people who are delegated authority commensurate with their preparation and ability and insure that appropriate professional development is provided for all employees.
- Authorize the appointment, promotion, transfer, retirement, or release of administrators in accord with Board policies and actions.
- Authorize the appointment, promotion, transfer, and retirement of certified and non-certified personnel in accord with Board policies and actions.
- As a result of Board action, authorize the dismissal of certified and non-certified personnel.
- Be responsible for the development, authorization, implementation, and maintenance of appropriate budgetary procedures and for the preparation and submission of the annual proposed budget.
- Be responsible for the security of all funds, physical assets, and property of the district.
- Initiate and supervise administrative procedures regarding the purchase and utilization of supplies, equipment, textbooks, and other materials. The Superintendent shall develop and implement effective building management procedures.
- Provide professional leadership to all district employees.
- Keep informed about modern educational thought and practices as well as apprised of current information relevant to the management of the district by advanced study, by visiting other school districts, by attending conferences, and by other appropriate means.
- Be responsible for the delineation of the responsibilities of the various divisions. The Superintendent shall provide leadership in the development of role definitions and job descriptions for various positions and in the establishment of clear lines of authority.
- Establish a system of accountability for principals.
- Establish and maintain liaisons with community groups that are interested or involved in the educational programs of the district.
- Establish and maintain liaison with other school districts, the Pennsylvania Department of Education, universities, and the U.S. Department of Education, and other appropriate agencies.
- Perform such tasks as assigned by the Board of School Directors.

Additionally, and according to the Public School Code of the Commonwealth, the Superintendent shall perform those duties specified and not rescinded, as well as all future enacted and prescribed duties.

Primary Relationships

- A. Board of School Directors – The Superintendent shall:
- As the chief executive officer, be accountable solely to the Board of School Directors for the administration of the educational system and for properly fulfilling the Superintendent’s functions, responsibilities and authority, and relationships.

- Attend all meetings of the Board of School Directors and its committees.
- Represent the district as the chief executive officer in working with other school systems, professional organizations, social institutions, business firms, agencies of government, municipalities, and the general public.
- Report directly to the Board of School Directors, and as required, to all appropriate agencies of government.
- Act as reference agent for problems brought to the Board of School Directors.

B. Other

The Superintendent shall work with other Board of School Directors' employees and advisors, including the solicitor, auditor, architect, attorneys, and consultants.

SUPERVISORY RESPONSIBILITIES:

A. District Office Staff – The Superintendent shall:

- Direct, supervise, mentor, and evaluate those who are directly responsible to the Superintendent for the operation of their various divisions.
- Direct the operations and activities of these administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating goals, objectives, plans, and programs; and provide advice, guidance, direction, and support.

B. School Principals

The Superintendent shall direct, supervise, and evaluate all other certificated administrators through their appropriate supervisor.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND EXPERIENCE:

Master's Degree in Educational Administration or a related field. A doctorate is preferred. Must have strong leadership skills, communication skills and knowledge of current trends in education

CERTIFICATES, LICENSES, REGISTRATIONS:

Certification for Superintendent (Superintendent's Letter of Eligibility) and other such credentials as may be required by the Pennsylvania Department of Education

LANGUAGE SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of School Directors policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

EXHIBIT "B"



Superintendent Goals (2023-2024)

Dr. Matthew Friedman

EDUCATIONAL LEADERSHIP

- Performance expectations related to vision, motivation, support of the mission, organizational goals, comprehensive planning, leadership, and professional development for the Quakertown Community School District (District).
- Works to determine overall program effectiveness, the attainment of annual and long-term academic and financial goals and ensures best practices for instruction and management.
- Articulates the goals of the District and addresses broader issues affecting the community to inform and build support for District initiatives.
- Motivates others to improve performance through professional development, collegial guidance and personal support.
- Maintain effective Special Education program services that ensure the enrollment and participation of all eligible students.
- Consistently reinforce a positive culture of service, respect, and support for ALL students, faculty, and staff; prepare students to work in a diverse world; and focus on the academic performance of historically underperforming students to close the achievement gap.
- Align supports and services into one framework to support the whole child such as the Multi-Tiered System of Supports (MTSS).
- Continue to increase rigor and college and career readiness at the high school, middle school, and elementary levels.

ORGANIZATIONAL LEADERSHIP

- Performance expectations related to the daily operations and functions of the District, as well as superintendent expertise in employee relations-related activities.
- Manages and leads effectively, utilizing a thorough understanding of the District's budget and educational resources, appropriately allocates all resources, and effectively communicates/collaborates internally and externally with staff, school Board and community-based stakeholders.
- Ensure operations are systematically and consistently managed through planning, data analysis, systems audits, and stewardship of District financial and human resources.

QCSD MISSION STATEMENT: Our mission is to prepare all students with the knowledge, habits, and skills they need to graduate ready for college or career and for engaged citizenship, all at the best value to our community.

- Oversee the development of the annual budget reflecting needs of the District and the responsible, efficient, and effective use of District assets and resources.
- Maintains high quality academic and athletic buildings and grounds facilities that promote the well-being and academic success of the students and community.
- Appropriately defines roles, assigns functions, delegates effectively, and ensures accountability through on-going assessment and reporting feedback.
- Management, personnel evaluation, and collective bargaining agreement administration.
- Build community partnerships that mutually benefit all parties.
- Handles media relations skillfully and with sound judgment.

GOVERNANCE & BOARD RELATIONS

- The superintendent works effectively with the Board to monitor and create organizational policies and demonstrates appropriate leadership and governance of the District.
- Develop a long-range plan for updates to the various school buildings.
- Maintain a positive working relationship with the Board.
- Understands applicable local, state and federal laws and regulations.
- Models ethics, prudent judgment and builds trust and confidence in District leadership.
- Works successfully with the Board to build community support, enhance the image of the District, and accomplish both short and long-term priorities.
- Develops policies and procedures that promote the goals and objectives of the District and ensure the efficient operation of the schools.
- On at least a monthly basis - include updates on various goals and action plan topics as part of the Superintendent's Report, including reports from buildings.

PROFESSIONAL QUALITIES & INTEGRITY

- Demonstrates ethical and personal integrity.
- Establishes and maintains the confidence and trust of the Board and the Quakertown community.
- Performs all duties in a manner that is consistent with the standards and expectations of the Board and the Quakertown community.
- Communicates effectively with individuals and groups.
- Develops and maintains open and alternative lines of communications with the stakeholders in the District, including community members, businesses, teachers, administrators, and the Board, to ensure the accurate and timely dissemination of information.
- Promotes open, transparent, and honest communication with the Board and the Quakertown Community at large.

QCSD MISSION STATEMENT: Our mission is to prepare all students with the knowledge, habits, and skills they need to graduate ready for college or career and for engaged citizenship, all at the best value to our community.

- Understands and respects the work of others.
- Values personal growth of self and others.
- Maintain a positive and respectful attitude.
- Is self-motivated and devotes time and energy effectively to complete tasks.
- Exercises prudent independent judgment.
- Demonstrates a commitment to continuous job improvement and personal growth while performing duties in the most punctual, efficient, and reliable manner.

