

LINE MOUNTAIN SCHOOL DISTRICT
CONTRACT FOR EMPLOYMENT OF DISTRICT SUPERINTENDENT

THIS AGREEMENT is made and entered this 28th day of April, 2026, by and between the Board of School Directors (the "Board") of the **LINE MOUNTAIN SCHOOL DISTRICT** (the "District"), with offices located in the Commonwealth of Pennsylvania (hereinafter referred to as "District," "Board," or "Board of School Directors," as applicable, and may be used interchangeably) and **DWAIN L. MESSERSMITH JR.** (hereinafter referred to as "District Superintendent," "Superintendent," or "Messersmith," as applicable, and may be used interchangeably).

WHEREAS, the Board of School Directors of the District, at a duly advertised and properly noticed regular Board meeting held on the 28th day of April, 2026, duly appointed Messersmith to the office of District Assistant Superintendent to assume the position of District Superintendent on July 18, 2026 in accordance with the provisions of Sections 508, 1071, and 1073 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 intending to be legally bound hereby, and in consideration of the mutual covenants contained herein, agree as follows:

1. Term:

A. The Board, in consideration of the promises herein contained, has employed Messersmith, and Messersmith hereby accepts said employment, for a term of employment commencing on July 18, 2026, and ending on June 30, 2031 ("Term").

B. 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 or Section 9 of this Agreement.

2. Authority of District and District Superintendent:

The District, on its own behalf and on behalf of the electors of the District, and District Superintendent hereby retain and reserve all power, rights, authority, duties, and responsibilities conferred upon and invested in it and in him, respectively, by the laws and Constitution of the

Commonwealth of Pennsylvania, except to the extent that any such powers, rights, authority, duties, and responsibilities are expressly limited by this Agreement.

3. Professional Qualifications:

The District Superintendent covenants that he possesses all of the qualifications that are required by law to serve as the District Superintendent in the Commonwealth of Pennsylvania and that he shall maintain the same throughout the Term of this Agreement. The District Superintendent further agrees to subscribe to and take the oath of office before entering upon his position and commencing his duties, in accordance with Section 1004 of the Public School Code.

4. Duties and Responsibilities:

A. During the Term of this Agreement, the District Superintendent agrees to serve as Chief Administrator of the District and Executive Officer for the Board of School Directors and, as such, shall be responsible for performing all duties and exercising all powers prescribed by the laws of the Commonwealth of Pennsylvania, including, without limitation, the Public School Code of 1949, as amended, and applicable regulations, the District job description for the position of District Superintendent (a copy of which is attached and incorporated into this Agreement as Appendix A), the policies of the District, and all provisions of this Agreement, together with such additional duties as may be assigned by the Board of School Directors from time to time.

B. The District Superintendent shall be charged with the administration of the District schools under the direction of the Board of School Directors. The District Superintendent shall be the Chief Executive Officer of the District and, as such, without limiting the generality of the foregoing, the Superintendent shall be responsible for:

1. Planning and initiating programs and policies covering the organizational, operational, and educational function of the District as directed by the Board of School Directors with ultimate responsibility for the execution of these programs and policies;
2. Assisting the Board of School Directors in developing short-range and long-range goals and methods for the Board to evaluate the operational effectiveness of the District;
3. Keeping the Board of School Directors informed by written and oral reports as to the operation and needs of the District;
4. Taking discretionary action in any matters not covered by Board policy and reporting such actions to the Board of School Directors with recommendations for policy as necessary to provide guidance in the future.

5. Directing the daily operations of the District schools by organizing, supervising, and coordinating the District staff and personnel;
6. Arranging for the systematic evaluation of District staff and personnel by responsible administrators;
7. Recommending the employment of District personnel, and assigning, supervising, and evaluating all District employees; and further recommending the promotion, compensation adjustments, demotion, or discharge of any District employee whose performance is unsatisfactory;
8. Establishing internal administrative operational procedures, rules, and regulations relating to personnel collective bargaining, financial disbursements and accounting requirements, equipment/facilities operation and food service, and staffing requirements;
9. Developing effective staff development programs that are linked to the District's comprehensive plan and the Board of School Directors' goals for the District;
10. Communicating, directly or through delegation, all personnel actions by the Board of School Directors to all employees as appropriate and receiving from employees' communication to be made to the Board of School Directors;
11. Ensuring that District students have quality access to appropriate educational programs, including pupil personnel, extracurricular activities, and other supplemental programs deemed necessary;
12. Overseeing the timely review of all curricular areas required by law as well as other subjects the Board may require and making recommendations to the Board for the improvement of curriculum;
13. Recommending to the Board of School Directors any major changes in texts and time schedules to be used in District schools;
14. Providing for appropriate methods of teaching, supervision, and administration in the District schools as he deems necessary and reporting to the Board any insufficiencies that are found;

15. Directing the development of, and making timely recommendations regarding, the District's annual operating budget, reflecting the needs of the District and the appropriate use of District assets and resources;
16. Establishing and maintaining efficient procedures and effective controls for all expenditures of District funds in accordance with the adopted budget;
17. Making recommendations regarding the District's needs for instructional and non-instructional materials and equipment, and recommending plans for improvements, alterations, or other changes to District buildings and grounds;
18. Serving as the official spokesperson for the District, responsible for communicating with the Board, District employees, the community, and external organizations and agencies regarding matters affecting District operations;
19. Maintaining directly, or through delegation, adequate records for the District, including a system of financial accounts, business and property records, personnel, school population and scholastic records which are required by law and Board policy; and
20. Interpreting and supervising the implementation of all applicable federal and state laws and regulations relating to education, and remaining informed of, and ensuring District compliance with, developments in such laws and regulations.

C. The District Superintendent shall have a seat on the Board of School Directors and the right to speak on all matters coming before the Board, but shall have no right to vote. The District Superintendent shall also have the right to attend all regular and special meetings of the Board and all meetings of its committees resulting therefrom, except those relating to the District Superintendent's own employment. The District Superintendent shall serve as an advisor to the Board and its committees in all matters affecting the District. The Board, and its individual members, shall promptly refer to the District Superintendent for review, investigation, and recommendation any criticisms, complaints, or suggestions brought to their attention regarding the operation of the District.

D. The District Superintendent shall be responsible for the total day-to-day administration of the District subject to officially adopted policies of the Board. All official

contacts between Board Members and the staff of the District shall be through the District Superintendent exclusively. 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, as set forth in Board policy or directed by the Board.

E. The District Superintendent agrees to devote his full time, attention, energy, skill, and effort to the performance of his duties under this Agreement during its Term; provided, however, that the District Superintendent may engage in and receive compensation for outside activities, including consulting, speaking engagements, writing, lecturing, adjunct teaching, or other professional services, so long as such activities do not interfere with the performance of his duties hereunder and are approved in advance by the Board.

F. The duties of the District Superintendent require participation in professional associations and attendance at meetings, conventions, and conferences in order to remain informed of current issues, programs, and developments in education. The District Superintendent's attendance at seminars, workshops, in-service programs, school activities, and continuing education programs is necessary to maintain the knowledge and skills required for the position.

5. Compensation and Benefits:

A. The District agrees to pay the Superintendent an annual salary every school year that the Superintendent is an employee of the District for the Term of this Agreement, heretofore described in Section 1. For purpose of this Agreement, a "school year" shall be defined as a fiscal year commencing on July 1 and ending June 30 of the following calendar year. Salary paid to the Superintendent shall be in accordance with the following schedule:

1. Effective July 1, 2026, a salary of One Hundred Forty Thousand (\$140,000.00) Dollars for the fiscal year 2026-2027;
2. Effective July 1, 2027, a salary of One Hundred Forty-Four Thousand Two Hundred (\$144,200.00) Dollars for the fiscal year 2027-2028, which represents a 3% raise from the prior fiscal year;
3. Effective July 1, 2028, a salary of One Hundred Forty-Eight Thousand Five Hundred Twenty-Six (\$148,526.00) Dollars for the fiscal year 2028-2029, which represents a 3% raise from the prior fiscal year;

4. Effective July 1, 2029, a salary of One Hundred Fifty-Two Thousand Nine Hundred Eighty-Two (\$152,982.00) Dollars for the fiscal year 2029-2030, which represents a 3% raise from the prior fiscal year; and
5. Effective July 1, 2030, a salary of One Hundred Fifty-Seven Thousand Five Hundred Seventy-One (\$157,571.00) Dollars for the fiscal year 2030-2031, which represents a 3% raise from the prior fiscal year.

B. The Superintendent shall also be entitled to all fringe benefits detailed on Appendix B attached hereto and incorporated herein by reference.

6. **Assessment of Performance:**

A. The Board shall evaluate, in writing, the performance of the District Superintendent at least once annually during the term of this Agreement, and in any event no later than June 30 of each year, unless the parties mutually agree in writing to an alternative date, as follows:

1. The annual evaluation shall be conducted using an evaluation instrument and methodology mutually agreed upon in writing by the Board and the District Superintendent. In the absence of such agreement, the evaluation instrument and methodology attached hereto as Appendix C shall be utilized. Any evaluation system employed shall require action by the Board as a whole, with the Board speaking through a duly authorized vote, and shall not be based upon a mere averaging of individual member assessments.
2. If the Board determines that the District Superintendent's performance is unsatisfactory in any respect, the Board shall set forth in writing, with reasonable specificity, the basis for such determination, including the specific areas of deficiency. A copy of the written evaluation shall be provided to the District Superintendent, who shall have the right to submit a written response, which shall be attached to and maintained with the evaluation.
3. The evaluation and any response thereto shall be maintained as strictly confidential and shall not be disclosed or discussed by the parties, except as may be required by applicable federal or state law.
4. In any year in which a formal performance evaluation is not completed in accordance with this Agreement, the District Superintendent's performance

shall be deemed satisfactory, and the Superintendent shall not be subject to discipline, discharge, or termination based on neglect of duty or incompetency for such year.

B. The District Supervisor's performance assessment shall be used for the following purposes:

1. To strengthen the working relationship between the Board and the District Superintendent and to clarify for the District Superintendent and individual members of the Board of School Directors the responsibilities the Board relies on the District Superintendent to fulfill;
2. To discuss and establish goals for the ensuing year; and
3. To establish the basis for potential incremental adjustments in the annual salary rate for the District Superintendent.

C. Performance Expectations, including Objective Performance Standards: The performance of the District Superintendent shall be assessed, in part, based upon mutually agreed-upon objective performance standards. The District shall post such objective performance standards on the District's website and shall annually indicate whether the District Superintendent has met such standards, in accordance with applicable law.

The Board and the District Superintendent hereby agree to and adopt the objective performance standards set forth and described in the attached Appendix C. Such standards shall be reviewed and, if necessary, revised on or before July 1 of each year during the Term of this Agreement, unless the parties mutually agree in writing to an alternative date.

7. Investigation by the Board:

A. If the Board of School Directors directs that any investigation of the District Superintendent's conduct or performance be undertaken, the District Superintendent shall be:

1. Notified of the occurrence and purpose of such investigation prior to the commencement of the same;
2. Granted access to all documents or reports generated by such an investigation; and

3. Granted the opportunity to respond, verbally or in writing, to any documents, findings, or conclusions in connection with or resulting from such an investigation prior to the investigation being concluded.

B. Any investigation undertaken by the Board concerning the District Superintendent's conduct or performance shall, to the extent permitted by applicable law, be conducted in a confidential manner and without public disclosure by either the Board or the District Superintendent regarding the existence or progress of such investigation.

C. Nothing herein shall require the Board to disclose or provide to the District Superintendent any information protected by the attorney-client privilege, the attorney work-product doctrine, or any other applicable privilege or immunity, whether during or after the completion of such investigation.

8. Professional Liability; Indemnification:

A. The Board shall, to the fullest extent permitted by applicable law, defend, indemnify, and hold harmless the District Superintendent from and against any and all claims, demands, suits, actions, or legal proceedings brought against the District Superintendent in his individual or official capacity, arising out of acts or omissions occurring within the scope of his employment, or within the scope of his authority as reasonably believed by the District Superintendent.

B. The Board's obligations under this Section shall not apply to any claim arising from the District Superintendent's willful misconduct, recklessness, bad faith, or actions outside the scope of his employment.

C. The Board shall have the right to select and control the defense of any such claim; provided, however, that if a conflict of interest arises such that representation of both the Board and the District Superintendent by the same counsel would be inappropriate, as determined by the Board's legal counsel in accordance with applicable professional responsibility standards, the District Superintendent may retain separate counsel reasonably acceptable to the Board, and the Board shall be responsible for the reasonable costs of such separate representation.

D. This Section shall not be construed to require the Board to indemnify or defend the District Superintendent to the extent such indemnification is prohibited by law. The obligations set forth herein shall survive the termination of this Agreement.

9. Reappointment:

The Board shall provide the District Superintendent with periodic opportunities to discuss the District Superintendent-Board relationship and shall inform him in writing at least annually of any inadequacies perceived by the Board. If at any time, the Board decides that it does not desire to reappoint the Superintendent for another term, the District shall comply with the provisions of Section 1073 of the Public School Code and shall so notify the Superintendent at least one hundred and fifty (150) days prior to the expiration of this Agreement. Should the Board fail to do so, the Superintendent shall be reappointed for a term of years not less than the expiring term, and the terms and conditions of this Agreement shall be incorporated in a successor agreement unless mutually agreed otherwise by the District and the Superintendent.

10. Termination:

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

1. The District Superintendent shall be subject to discharge and termination of this Agreement for valid and just cause for the reasons specified in Section 1080 of the Public School Code. However, the Board shall not arbitrarily or capriciously call for the District Superintendent's dismissal, and the District Superintendent shall in any event have the right to written charges, notice of hearing, fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the Board, the District Superintendent shall have the right to be present and be heard, to be represented by counsel, and to present evidence, through witnesses, testimony, and documentation relevant to the issue. A transcript of the record of proceedings before the Board shall be made available without charge to the District Superintendent. The District Superintendent shall have the right to be represented by counsel at his sole cost and expense; provided, however if the charges against the District Superintendent are not sustained and/or should the District Superintendent prevail in any hearing or appeal, the Board shall reimburse the District Superintendent for all reasonable legal fees and expenses incurred by the District Superintendent in the proceedings.

2. This Agreement may be unilaterally terminated without penalty by the resignation of the District Superintendent at any time provided the District Superintendent gives the Board at least one hundred eighty (180) days' notice prior to the effective date of the resignation. If this Agreement is terminated in this manner, the District shall immediately pay and provide the District Superintendent all of the aggregate compensation, salary, and benefits including, but not limited to, insurance premiums and coverages and payment for unused leave, the District Superintendent earned, accrued and/or is entitled to 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.

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

4. Notwithstanding any other provision of this Agreement, the Board may, without cause and for any non-discriminatory reason consistent with the law, terminate this Agreement by giving a minimum of ninety (90) days written notice to the District Superintendent prior to the effective date of the proposed termination of this Agreement and by obtaining the District Superintendent's written confirmation accepting the early termination of this Agreement. If the Board terminates this Agreement in this manner, the District shall immediately pay and provide to the District Superintendent all of the aggregate compensation, salary, and benefits, including insurance premiums and coverages and payment for unused leave, the District Superintendent earned, accrued, and/or entitled to in accordance with this Agreement through the termination date set forth in this Agreement, plus all post-employment and retirement benefits provided for in this Agreement. Such payment shall also include, but not be limited to, annual salary adjustments as provided in Paragraph 5 of this Agreement. Additionally, the Board shall not negatively evaluate or provide any negative job reference or information regarding the District Superintendent's work performance, unless otherwise expressly required by state or federal law.

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

11. Entire Agreement:

This Agreement, including the recitals above as though more fully set forth herein, constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements, negotiations, representations, and understandings, whether oral or written, relating to the subject matter hereof.

12. Modification:

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

13. Severability; Savings:

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be deemed modified to the minimum extent necessary to comply with applicable law, or, if such modification is not possible, shall be deemed severed from this Agreement. The remaining provisions of this Agreement shall remain in full force and effect and shall not be affected thereby.

In the event that any such provision subsequently becomes valid and enforceable under applicable law, such provision shall be deemed reinstated to the fullest extent permitted by law.

14. Obligations:

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

15. Statutory Reference:

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

16. Applicable Law

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

Signature continue on next page.

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

ATTEST:

LINE MOUNTAIN SCHOOL DISTRICT

Paige Lenker

Troy L. Laudenslager

By: Paige Lenker,
Board Secretary

By: Troy L. Laudenslager, President

WITNESS:

Karen Russell

Dwain L. Messersmith Jr.

DWAIN L. MESSERSMITH JR.,
District Superintendent

APPENDIX A

School District Position Job Description

Position Title: Superintendent of Schools
Department: District
Reports To: Board of School Directors

SUMMARY:

The Superintendent of Schools is the Chief Executive Officer of the Board of Education and the educational leader of the Line Mountain School District ("School District" or "District," as applicable, and may be used interchangeably). He/she is responsible for the overall organization and administration of the schools within the School District.

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

- Manages all District staff personnel.
- Completes performance appraisal on staff.
- Resolves staff problems and provides support to teachers and administrators.
- Prepares the School District budget.
- Maintains positive relations with parents, parent groups, school volunteers and outside agencies.
- Implements policy and administrative procedures.

SUPERVISORY RESPONSIBILITIES:

Supervises all School District employees in accordance with the organization chart. Is responsible for the overall direction, coordination and evaluation of the District schools. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for employment, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

GENERAL RESPONSIBILITIES:

1. People
 - a. Direct - All Administrative Staff and a secretary.
 - b. Indirect - All Professional, Classified Personnel, and All Students.
2. Functions
 - a. **Board Relations** - Prepares reports for the Board of School Directors of the Line Mountain School District (the "Board"), presents reports to the Board and makes recommendations to the Board. Keeps the Board informed about operations in the District and implements Board actions. Enforces policy as stated by the Board. Prepares Board meeting agendas in cooperation with the Board president.
 - b. **Community-Public Relations** - Maintains contacts with media and the community. Interprets District problems and concerns to the community. Interprets the educational program to the community and responds to concerns of the community. Maintains periodic communications with community (newsletters, reports, etc.).

- c. **Staff Personnel Management** - Recommends personnel for employment. Establishes a program of proper staff utilization. Administers personnel policies and procedures. Provides for the administration of salary and benefit programs. Directs an employee relations program. Directs the administration of a personnel evaluation program.
- d. **Curriculum and Instructional Management** - Keeps current with trends and developments in curriculum and instruction. Initiates new programs, modifies existing ones, and discontinues others. Directs the supervision of instruction, monitors the effectiveness of instructional programs, and plans for in-service and staff development. Keeps abreast of available state and federal programs and regulations, informs appropriate staff of programs; consults with appropriate staff and conducts necessary information gathering activities; prepares and submits applications; assists principals in administering and monitoring approved programs; solicits requisitions for equipment and supplies; monitors programs in terms of federal and state guidelines. Establishes appropriate evaluation procedures, conducts dissemination activities. Receives applications for student work programs, organizes a program of placement and supervision of work programs, collects data and submits required reports as appropriate to each program, receives parental requests for information and grievances.
- e. **Management of Student Services** - Provides for comprehensive student personnel services. Provides for the management of enrollment and attendance policies and procedures. Coordinates the management of student behavior and discipline. Provides for the health and safety of students and maintains a liaison with community agencies concerned with student services.
- f. **Business and Fiscal Management** - Determines educational needs of the District. Provides for the forecasting of financial requirements and the coordination of the budget preparation process, as well as the management of budget allocations. Provides for cost accounting and cost effectiveness management. Provides for the procurement of equipment, materials and supplies. Reviews the development of financial reports.
- g. **Facilities Management** - Plans and provides for physical facilities. Provides for a program designed to manage the maintenance of buildings and grounds. Makes provisions for the security and safety of personnel and property. Plans for modifications, renovations, expansions, and discontinuation of facilities. Provides for the direction of a student transportation service and food service programs.
- h. **Comprehensive Planning** - Develops and implements short- and long-range plans. Develops a management system and provides for the training of administrators in planning. Develops accountability procedures and evaluates planning results. Undertakes such other duties as requested by the Board of School Directors and/or Secretary of Education.
- i. **Professional and Personal Development** - Keeps abreast of current professional practices. Represents the District at local, state, and national meetings of interest to education. Contributes to the profession by writing and speaking on the topic of education. Participates in local state, and national professional organizations.

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/or EXPERIENCE:

Must meet state requirements for certification (Superintendent's Letter of Eligibility), undergraduate and graduate degree needed. Experience as a teacher and principal is desirable. Demonstrable educational leadership.

CERTIFICATES, LICENSES, REGISTRATIONS:

The Superintendent must hold a valid certificate from the Pennsylvania Department of Education as a Superintendent of Schools (Letter of Eligibility).

PERSONAL QUALIFICATIONS:

- Possess an awareness of changes occurring in society and their relationship in education.
- Possess the ability to generate genuine enthusiasm for change.
- Possess an understanding of the management methods and the ability to apply them to the administration of instructional services.
- Possess a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- Have the ability to deal with personnel considerations in a fair, firm, and equitable manner.
- Have the ability to supervise others using acceptable human relations skills.
- Have the ability to relate to community and parents.
- Have the ability to communicate effectively.
- Have the ability to foster and maintain positive relationships with co-workers.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to author and draft reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, media, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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:

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

speaking clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education 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 frequently required to sit, walk, stand and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended workdays (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

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 the work environment is quiet to loud depending upon the activity in the particular part of the day.

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.

TERMS OF EMPLOYMENT:

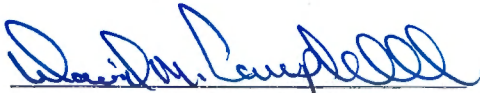
The Superintendent of Schools shall work a twelve (12) month year under the terms of a contract with the Board of School Directors.

EVALUATION:

Performance will be evaluated by the Board of School Directors on the basis of this job description and in accordance with the provision of Policy on Evaluation of Superintendent. This description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

4/25/20 
Review date and Signature

APPROVED BY SCHOOL DISTRICT



Signature and Title of Chief
School Administrator

Area Code and Telephone Number
(570) 758-2801

4/20/26
Date

APPENDIX B

FRINGE BENEFITS

1. **Sick Days:** The Superintendent shall be entitled to sick leave as provided in District Policy 334 (Sick Leave.)
2. **Personal Leave:** The Superintendent shall be provided three (3) personal leave days per year. Personal leave days may accumulate to seven (7) days. Upon the Superintendent's separation from service with the District for any reason prior to taking his earned personal leave days, he shall be compensated in a lump sum for the unused personal leave days he has accumulated up to the time of separation at his per diem salary up to a maximum of seven (7) days.
3. **Term Life Insurance:** The District shall provide term life insurance in the amount of five hundred thousand (\$500,000.00) dollars to the Superintendent.
4. **Professional Associations Membership:** The District shall pay the membership of the Superintendent in not more than three (3) educational related professional associations of his choice.
5. **Travel Reimbursement:** The Superintendent shall be entitled to reimbursement for authorized vehicular mileage incurred on behalf of the District at the approved Internal Revenue Service ("IRS") rate per mile subject to the provisions of District Policy 331 (Job Related Expenses.) The IRS rate in effect at the beginning of each calendar year shall remain the approved rate for the entire calendar year.
6. **Vacation:** The Superintendent shall receive vacation in accordance with District Policy 337 (Vacation.) The Superintendent shall be entitled to Twenty-Five (25) Vacation Days during each year of the Term. The Superintendent shall notify the Board President at least one (1) week prior to taking any vacation time.
7. **Unused Vacation:** On June 30th of each year of this Agreement, excepting however in the initial year of the contract for unused vacation carried forward from the 2025-2026 fiscal year which the parties agree Superintendent is entitled to for purposes of this section shall be paid on or before July 31, 2026, the District Superintendent's unused vacation leave, if any, shall be adjusted as follows:
 - a. The School District shall pay the District Superintendent his then-current per diem rate of pay for each day of unused vacation leave, which shall then be treated as used. ["Per diem rate of pay" as the term is used throughout this Agreement shall equal the District Superintendent's annual salary divided by two hundred sixty (260)].
 - b. Such payment for unused vacation leave shall be made either directly to the United States Internal Revenue Services as an estimated payment toward the

Superintendent's Federal income tax liability or in the form of a non-elective employer contribution into a 403(b) account for the District Superintendent provided such contribution would not exceed the contribution limits under section 415(c) of the Internal Revenue Code for the year. If the payment exceeds the applicable contribution limits, the excess shall be contributed into the District Superintendent's 403(b) account in subsequent years until such payment is fully made, subject to the limitations of the Internal Revenue Code. The Superintendent shall have the discretion to elect which payment option he desires, and notice of such option selected shall be given on or before June 1st of each contract year.

8. **Holidays:** The Superintendent shall be entitled to holidays as set forth in District Policy 343 (Holidays).
9. **Conference Expenses:** The District shall reimburse the Superintendent for documented overnight conference expenses at a rate not in excess of one hundred fifty (\$150.00) dollars per day plus mileage and conference fees, up to a maximum of \$1,000.00 per year.
10. **Health Insurance: Prescription Drug Insurance, Vision Insurance and Dental Insurance:** The District shall provide the same health insurance, prescription drug insurance, vision insurance and dental insurance for the Superintendent and his dependents as is provided for in Appendix B of the Collective Bargaining Agreement between the District and the Line Mountain Education Association.

APPENDIX C

Superintendent Evaluation Criteria

Line Mountain School District
Herndon, Pennsylvania

Evaluation Cycle: July 1, 2026 – June 30, 2027

Evaluator: Board of School Directors

Performance Rating Scale:

4 – Distinguished

3 – Proficient

2 – Needs Improvement

1 – Unsatisfactory

I. Student Achievement & Data Team Implementation (K–12)

Goal 1: Establish and Institutionalize K–12 Data Teams

Objective: Implement structured Data Teams in grades K–12 to drive instructional decision-making and improve measurable student achievement outcomes.

II. Student Safety & Security Implementation

Goal 2: Establish and Operationalize a District Safety Committee

Objective: Implement a District-wide Safety Committee to prioritize, recommend, and monitor safety improvements based on the recent Risk and Vulnerability Assessment.

III. Chronic Absenteeism Reduction (K–12)

Goal 3: Reduce Chronic Absenteeism to Improve Student Achievement

Objective: Reduce district-wide chronic absenteeism (10%+ attendance threshold) through proactive, data-informed interventions.

IV. Act 93 Leadership Evaluation System Development

Goal 4: Develop and Implement a Performance Evaluation System for Act 93 Administrators

Objective: Create and implement an Act 93 evaluation model aligned to district goals for data use, safety, and attendance improvement.

V. Governance & Board Relationship (Communication with the Board)

Goal 5: Strengthen Superintendent–Board Relationship and Board Communication

Objective: Foster a collaborative, transparent, and timely relationship with the Board of School Directors to support informed governance and collective decision-making.

VI. Evaluation Summary Matrix

The Superintendent will provide a written narrative and reflection on the progress, successes, and failures of the stated goals. These goals are representative of the Superintendent's Entry Plan and are tied directly to them. The following rubric will be used to assess progress towards the stated goals.

Goal I: Student Achievement & Data Team Implementation (K-12)			
3: Distinguished	2: Proficient	1: Needs Improvement	0: Unsatisfactory
Fully implemented K-12 Data Team structures with consistent protocols across all schools; data cycles drive instructional adjustments; measurable gains in student achievement (e.g., PSSA/Keystone growth, benchmark data); staff demonstrate deep data literacy; system is sustainable and embedded in district culture.	Data Teams established in all schools; regular meetings and use of common data protocols evident; instructional decisions informed by data; evidence of improving student performance; administrative oversight is consistent.	Data Teams exist but are inconsistently implemented; limited use of protocols or data analysis; minimal connection to instructional changes; uneven participation across grade levels or buildings.	No formal Data Team structures or inconsistent/ineffective use; little to no evidence of data-driven instruction or impact on student achievement.
Goal II: Student Safety & Security Implementation			
3: Distinguished	2: Proficient	1: Needs Improvement	0: Unsatisfactory
Safety Committee fully operational with cross-stakeholder representation; clear action plan aligned to Risk & Vulnerability Assessment; recommendations implemented with fidelity; ongoing monitoring, drills,	Safety Committee established and meeting regularly; priority recommendations identified and partially implemented; progress monitored; communication	Safety Committee formed but inconsistently meeting or lacking direction; limited progress on recommendations; unclear monitoring or accountability structures.	No functional Safety Committee: recommendations from assessment not addressed; lack of coordination or communication regarding safety initiatives.

and updates; measurable improvements in safety readiness and compliance.	provided to Board and stakeholders.		
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Goal III: Chronic Absenteeism Reduction (K-12)

3: Distinguished	2: Proficient	1: Needs Improvement	0: Unsatisfactory
District-wide system for attendance monitoring and intervention fully implemented; data dashboards used regularly; targeted interventions (MTSS-based) reduce chronic absenteeism significantly; strong family/community partnerships; sustained improvement across subgroups.	Attendance data is regularly reviewed; interventions implemented; reduction in chronic absenteeism evident; schools held accountable for progress.	Attendance initiatives exist but lack consistency or coordination; limited data use; minimal or uneven improvement in absenteeism rates.	No coherent plan to address absenteeism; lack of data monitoring or intervention; absenteeism rates unchanged or worsening.

Goal IV: Act 93 Leadership Evaluation System Development

3: Distinguished	2: Proficient	1: Needs Improvement	0: Unsatisfactory
Comprehensive Act 93 evaluation system developed, board-approved, and fully implemented; aligned to district goals (data, safety, attendance); includes measurable metrics, regular feedback cycles, and professional growth plans; system drives leadership	Comprehensive Act 93 evaluation system developed, board-approved, and fully implemented; aligned to district goals (data, safety, attendance); includes measurable metrics, regular feedback cycles, and professional growth plans; system drives leadership	Evaluation system partially developed or inconsistently applied; limited alignment to district goals; unclear expectations or feedback processes.	No formal or coherent evaluation system for Act 93 administrators; lack of accountability or alignment to district priorities.

improvement and accountability.	improvement and accountability.		
Goal V: Governance & Board Relationship			
3: Distinguished	2: Proficient	1: Needs Improvement	0: Unsatisfactory
Exemplary communication practices; proactive, transparent, and timely information sharing; Board is consistently well-informed for decision-making; strong trust, collaboration, and role clarity evident; no surprises culture established.	Consistent communication; proactive, transparent, and timely information sharing; Board is well-informed for decision-making; strong trust, collaboration, and role clarity evident; no surprises culture established.	Communication is inconsistent or reactive; gaps in information provided to Board; occasional misunderstandings or lack of clarity.	Poor or infrequent communication; Board not adequately informed; strained or ineffective working relationship.

VII. Overall Superintendent Performance Rating

- Distinguished
- Proficient
- Needs Improvement
- Unsatisfactory

Board Comments:

Board President Signature: _____

Date: _____