

# SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SUPERINTENDENT OF  
RECORD

ADOPTED: April 18, 2002

REVISED: October 20, 2011

<p>1. Authority SC 1850.1 (b) (5)</p> <p>2. Guidelines</p>	<p style="text-align: center;">304. SUPERINTENDENT OF RECORD</p> <p>The school code requires that a Superintendent of Record be selected from among the membership of the Superintendents of the participating districts. However, the Executive Director of the appropriate Intermediate Unit may also be designated as Superintendent of Record for the school.</p> <p>The Articles of Agreement for establishing the school delegates to the Joint Operating Committee the authority to appoint the Superintendent of Record.</p> <p>The Superintendent of Record shall serve a term of two (2) years. The Administrative Advisory Committee shall recommend the individual for appointment by the Joint Operating Committee. The Superintendent of Record shall receive an annual salary for the position.</p> <p>The Superintendent of Record acts as a liaison officer between the Administrative Advisory Committee and the Joint Operating Committee. S/He advises the Administrative Director on matters germane to the operation of the school. S/He serves as a resource person for the Administrative Director and conducts the Administrative Advisory Committee meetings.</p> <p>The Superintendent of Record's primary duties include the following:</p> <ol style="list-style-type: none"> <li>1. Calling Administrative Advisory Committee meetings.</li> <li>2. Identifying agenda items for the Administrative Advisory Committee meetings.</li> <li>3. Presents recommendations of the Administrative Advisory Committee to the Joint Operating Committee.</li> <li>4. Signs all state and federal reports where the Superintendent of Record's signature is required.</li> </ol>
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5. Registers all certification of certificates, but such are kept at the center.
6. Attends Joint Operating Committee meetings, whenever possible.

References:

School Code – 24 P.S. Sec. 1850.1