



# GREENSBURG SALEM SCHOOL DISTRICT

1 ACADEMY HILL PLACE - GREENSBURG, PA 15601-1567

DR. KENNETH BISSELL  
*Superintendent*

KARA GARDNER  
*Assistant Superintendent*

ALLISON WILLIS  
*Business Manager  
and Board Secretary*

**FROM:** Allison Willis  
Board Secretary

**DATE:** June 17, 2026

**SUBJECT: ADMINISTRATIVE VACANCY**

The following administrative vacancy exists in the District. Questions relative to this vacancy should be directed to Mrs. Willis at [Allison.Willis@gslions.net](mailto:Allison.Willis@gslions.net). Letters of interest are acceptable and must be sealed and mailed to Mrs. Willis' attention at 1 Academy Hill Place, Greensburg, PA 15601. Electronic submissions will not be accepted. Please observe the indicated deadline for submission of letters of interest.

Individuals interested in the following position should submit a letter of interest and resume no later than 4:00 p.m. on **Friday, July 10, 2026**.

INDIVIDUALS WHO ARE NOT DISTRICT EMPLOYEES SHOULD SUBMIT AN ENTIRE APPLICATION PACKET, including: letter of interest, resume; PA Teaching Certificate, PA Standard Teaching Application; official college transcripts; three [3] external letters of reference from non-Greensburg Salem employees; PECT/PRAXIS scores; Act 34, 151 and 114 clearance forms and Act 126 mandatory child abuse training. Additional documents will be required if offered employment. All items must be received for your application to be considered. Please refer to the website for the application process. Application packets should be sealed and mailed to Mrs. Allison Willis' attention at 1 Academy Hill Place, Greensburg, PA 15601. Electronic submissions will not be accepted.

**SUPERINTENDENT OF SCHOOLS:** This is a permanent position, available for the 2026-2027 school year.

Requirements: For detailed expectations regarding the position's responsibilities and expectations, see the attached Job Description. The District is seeking candidates who possess a valid Superintendent credential issued by the Commonwealth of Pennsylvania and who have a minimum of at least five (5) years of administrative experience, including some experience as a building principal. Prior Superintendent experience is preferred.

## **Equal Opportunity Employer**

The Greensburg Salem School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected status.



# GREENSBURG SALEM SCHOOL DISTRICT

1 ACADEMY HILL PLACE - GREENSBURG, PA 15601-1567

Greensburg Salem School District  
Office of Human Resources  
Job Description

## SUPERINTENDENT

The Superintendent of Schools reports directly to the Board of School Directors. The superintendent, as the chief executive officer of the district, is accountable to the Board and community for the administration of the educational system and all its functions, activities and responsibilities. This position is a twelve month position that requires a Pennsylvania Superintendent Letter of Eligibility.

This position requires fulfillment of the following responsibilities:

- Serves as chief administrative officer for the School District and as primary advisor to the Board of Directors being responsible for the development, supervision and operation of the school program, staff and facilities.
- Prepares and submits recommendations to the Board relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions. Reviews and approves all documentation that will be presented at Board meetings. Along with the Business Manager and Central Office Administration, prepares the agenda for Board meetings. Attends all meetings of the Board as a nonvoting member including board committee meetings. Oversees all actions taken at the Board Meetings.
- As chief school administrator, administers the development and maintenance of a positive educational program designed to meet the needs of the community and carry out the policies of the Board and follow the directives of the Commonwealth. Formulates school objectives, policies, plans and programs; presents facts and explanations necessary to assist the Board in its duty of legislation for the District.
- Supervises the implementation of constitutional or statutory laws, state regulations and Board Policy. Sees to the development of specific administrative procedures and programs to implement the intent established by Board Policies. Oversees the writing and revision of Board Policies that meet regulations and serve the mission of the Board.
- Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
- Communicates with the Board regarding any district matters arising between Board meetings that the Board may need to have a working knowledge of. Receives complaints, concerns, compliments and comments from Board members that are given to them by district employees, students, parents or residents. Uses the appropriate chain of command to address all such matters.
- Represents the District as the chief executive officer in dealing with the general public, other educational institutions, local and state government, businesses, professional organizations and agencies. Articulates and models the district's beliefs and values to students, staff, families and members of the community. Uses good judgement, professional written and oral communications and respectful interactions with all stakeholders.

- Provides annual and other required reports or information to the Secretary of Education.
- Notifies the proper administrators of communication and directives received from the Department of Education.
- Enforces all provisions of the Public School Code and other state and federal statutes as well as Board Policies.
- Coordinates the Comprehensive Planning process as required by the Pennsylvania Department of Education using the web based framework. Promotes a collaboration between all District stakeholders that sets goals and ensures compliance with mandates.
- Along with other Central Office Administrators, works to carry out the educational program in the District as aligned with established academic standards and local goals as established in the District's Strategic Plan. Reviews student grading practices and oversees the promotion or retention of students.
- Provides educational leadership to the district's Educational Leadership Team by demonstrating a knowledge and understanding of student and program assessment, data analysis, program development and evaluation, child growth and development, effective instructional strategies, classroom management, assessment of learning, research related to learning and curriculum implementation. Articulates and makes recommendations for appropriate programs to serve a wide range of student needs, abilities and interests. Plans, with Central Office Administration, to have fair and equitable staffing in all buildings.
- Regularly reviews multiple sources of data with the Central Office Administration to determine the effectiveness of practices and programs. Attends Student Voice meetings to learn from students what they perceive to be the strengths and needs of the district.
- Visits the buildings and classrooms regularly to assess the educational program and assist district and building administrators in giving the appropriate direction using research based strategies which engage all students in meaningful learning. Supports the use of the PDE Educator's Effectiveness System as an individual and collective tool for positive growth.
- Oversees the work of the Central Office Administrators and their collaboration with teachers regarding best practice, instructional strategies and equity for all students. Reviews and recommends to the Board courses of study, curriculum guides and new textbook adoptions.
- Advocates for students. Uses influence and energy to promote student learning and success. Works with the staff to identify student needs and take proactive steps and support initiatives and practices that help students reach their maximum potential.
- Collaborates with the Central Office Administration to provide on-going professional development for the administrative team and instructional staff that motivates them and works toward district goals. Along with the Central Office Administration, plan and host district wide in-service days as scheduled on the school calendar. Encourages and reviews requests for on-going professional development opportunities for all staff.
- Collaborates with the Central Office Administration in planning for and providing the new teacher induction program. Observes all newly hired teachers during their induction tenure and shares feedback with the teachers and administrators working with them.

- Meets regularly with district and building administration to share and gather information. Along with the Central Office Administration, plans for meaningful professional development activities that support the learning of all staff and meets the mandates of the Department of Education.
- Oversees student support services along with the Director of Student Services. Monitors special education, 504 services, homeless services, cyber programs, homeschool programs and student health services. Reviews and signs off on all reports and student NOREPs. Ensures that all state and federal requirements are met for all programs. Ensures compliance with all federal and state grants and use of federal and state monies.
- Oversees student disciplinary matters. Regularly reviews student issues with principals and Central Office administrators. Collaborates with local law enforcement and mental health agencies, as needed. Coordinates disciplinary hearings, attends all hearings and makes recommendations to the board, up to and including expulsion, if warranted. Communicates with parents and guardians, as needed.
- Collaborates with the Business Manager to prepare an annual budget which meets the needs of the district as well as federal and state mandates. Signs off on all purchase orders and expenditures of district money and ensures that school funds are being used in accordance with the adopted budget. In order to exercise oversight for the financial operations of the district, ensures that internal and external reviews and controls are in place for proper checks and balances.
- Reviews and approves credit reimbursement payments, loan forgiveness applications, requests for personal, emergency, and/or vacation days that extend beyond the employee contracts and/or board policies. Reviews and signs off on all conference request forms.
- Conducts workplace investigations and responds to complaints that are unresolved or apply to federal or state law, Board policies, rules or procedures in the workplace involving students or staff. Recommends appropriate measures to resolve complaints. Ensures that students and staff are not discriminated against based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.
- Verifies and assists in coordinating the required evaluation of all professional staff. Signs off on all employee semester and year end evaluation forms. Prepares and submits the required PDE Teacher and Principal Evaluation Form to the Department of Education. Yearly evaluates all Central Office Administrators and, along with the Coordinators of Secondary and Elementary, yearly evaluates all building principals and associate principals. Holds conferences with all administrative employees to discuss the evaluations.
- Prepares any letters of reprimand and/or Plans of Assistance in collaboration with other administrators. Holds meetings with employees to discuss.
- Oversees the application of the Code of Professional Practice in the district along with the requirements of the Educator Conduct and Discipline Act submitting required documentation to the Department of Education within the required time frame.
- Prior to action by the board, recommends the discipline or termination of employees. Reports to the Secretary of Education and the Professional Standards and Practices Commission when educators are dismissed or charged with crimes that would revoke certification.
- Regularly collaborates with the Coordinator of Institutional Facilities, Maintenance and Grounds to provide all written notices and handle any employee issues.

- Acts as an advisor to the board in negotiations with the bargaining units and other employee groups. Attend all negotiations sessions and meet and discuss meetings. Collaborates with the Business Manager in collecting data, comparisons and comparative contract language for the negotiations process. Oversees contract and board policy implementation and address issues relating to the agreements. Manages all grievances and cases which may result in arbitration and/or mediation. Meets regularly with representatives from employee groups to gather information and address issues.
- Collaborates with the Athletic Director and Directors of Curriculum and Students Services to review applicants for yearly supplemental contracts and recommend for Board approval. Oversees all athletic and extra- curricular activities and regularly attends student events to support teachers and students and evaluate the need and effectiveness of programs beyond the school day.
- Represents the district before the public. Uses a variety of methods to communicate timely information regarding the school district. Is responsible for all information shared by the district. Is the point of contact for media interviews and authorizes other staff members other than the superintendent to share information with the media.
- Represents the district at monthly meetings with the Westmoreland Public Health Consortium, the Superintendent's Advisory Committee for the Westmoreland Intermediate Unit, the Professional Advisory Committee for the Central Westmoreland Career and Technical Center and The Westmoreland County Forum for Workplace Development.
- Provides letters of support for community organizations using EITC funds such as the YMCA, the Westmoreland Museum of Art, the Westmoreland Symphony and various other organizations. Collaborates with the Coordinator of Community Outreach in the securing and writing of appropriate grants for the district. Writes letters to staff for the start of school, holidays, closing of school. Writes letters to parent to be posted on website for information dissemination (ex. safety, water testing, healthy foods, asbestos, etc.).
- Attends conferences, workshops and meetings in order to stay abreast of all current educational topics and the latest educational research. Periodically attends staff development meetings with staff in order to assess teacher growth and development.
- Works with the transportation provider to provide a transportation program that is safe and timely. Collaborates with the Coordinator of Transportation, the bus contractor, local road crews, and leaders from surrounding districts to use weather reports and information to determine school delays, cancellations and early dismissals resulting from adverse weather which could affect the safety of students. Collaborates with other Central Office administrators to devise a yearly calendar to give to the board for review adoption. Recommend changes to the calendar, as needed, throughout the year.
- Regularly meets with the Coordinator of Institutional Facilities, Maintenance and Grounds and the Business Manager to review and make recommendations for the operation, care and use of buildings and grounds. Makes recommendations to the Board as repairs or upgrades to the physical plant are needed.
- Collaborates with other Central Office and building administration to create and maintain a districtwide Emergency Management Plan. Follows the plan as needed and yearly meets with the Districtwide Safety Committee to review and modify. Collaborates with local law enforcement and emergency management to tap their expertise in keeping staff and student safe and trained for emergencies that may arise. Obtains and houses MOUs with all local and state police agencies for all buildings within the district. Ensures that the district is in compliance with fire and emergency drill requirements, rules and regulations.

- Supervises the maintenance of records for the district including financial accounts, business and property records, personnel, student records and scholastic records. Along with the other Central Office departments, acts as custodian of such records and contracts, securities, documents, title papers and all books and papers belonging to the Board. Reviews all Open Records requests with the Right to Know officer in order to ensure that the district is in compliance.
- Works with advisors to the district including auditors, architects, attorneys, legislators, consultants, contractors and administration from the Westmoreland Intermediate Unit, the administration at the Central Westmoreland Career and Technology Center, local colleges and universities that have dual enrollment agreements with the district and Seton Hill administration regarding the agreement with Offutt Field.
- Reviews and approves field trip requests, family vacation requests, facilities usage forms asking for all or partial fees to be waived, exemptions to testing, exemptions to immunizations, musical scripts and all other requests for exceptions to policies and practices.
- Represent the district by speaking at events such as graduations, awards ceremonies, community meetings, and other events.