

Superintendent
New Hanover County Schools

Job Description

Class: Administrative

Dept: Office of the Superintendent

TITLE: Superintendent

QUALIFICATIONS:

1. Master's degree with advanced degree/doctorate preferred in Education Administration or a related field, N.C. Administrator's Certificate or an equivalent combination of education and experience.
2. Ten or more years of progressively responsible experience in public personnel administration, including six years in a supervisory capacity.
3. Other qualifications as the board may find appropriate.

REPORTS TO: Board of Education

JOB GOAL: To supervise administrative, instructional and support personnel; provide administrative leadership to all school personnel in carrying out the goals and objectives of the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
2. Conceptualize the broad goals of the school system and translate goals into plans. Assess the degree to which policies and practices are attained and plan responses to assessed needs.
3. Assure that the systems' goals are represented by the educational goals in a manner consistent with legal, fiscal and organization and community demands.
4. Organize and implement an appropriate instructional program, evaluate the program, communicate support system needs to the board; maintain appropriate working relationship with the board, staff, and community.
5. Assure that the system's goals are represented by infrastructure objectives pertaining to facilities, personnel, support services, and information management. Translate board goals into plans that are implemented with information collected, maintained and communicated in an effective manner.
6. Create the administrative procedures necessary for implementing personnel and fiscal policies consistent with: system policies; assessed needs; and applicable laws, rules and regulations. Implement appropriate administrative procedures.

7. Assume leadership role on the senior staff; assume leadership role with long-range strategic planning, developing system-wide budget, plans, policies and activities; and perform various duties as directed by the Board.
8. Maintain directly or through delegation such personnel records, pupil accounting records, business records and other records which are required by law and Board policy.
9. Prepare and deliver written and oral presentations/reports/recommendations on personnel and management issues to the Board of Education, principals, teachers, parents and community groups; attend all Board meetings; conduct staff meetings, attend other related meetings.
10. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
11. Perform other duties and responsibilities as requested by the Board.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/Contract/FLSA Exempt

Starting Salary and/or Grade: Negotiated

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Thorough knowledge of principles, procedures and practices of public school administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing public schools.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of manpower resources, facility planning, financial systems, policy development, employee relations and related personnel and management functions and services.
- Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.