



**POSITION DESCRIPTION  
ST. ANTHONY–NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Superintendent	<b>Department:</b> Administration	<b>Bargaining Unit:</b> Individual Contract
<b>Immediate Supervisor:</b> St. Anthony-New Brighton School Board	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the School Board, the Superintendent serves as the School Board’s chief executive officer providing the educational and managerial leadership and vision in the establishment and implementation of the Board’s organizational mission, goals and philosophy. Duties and responsibilities of the job include providing executive leadership and direction over the formulation and implementation of district educational programs and services, policies, curriculum assessment/organizational improvement, fiscal operations and human resources; and serving as the primary spokesperson for the district representing the district before the public, governmental agencies, media, and all other audiences.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the Chief Executive Officer for the School District.
  - a) Works with the Board to set agendas for Board regular business meetings, Board workshops and retreats, which are aligned with District priorities.
  - b) Researches, plans, formulates, recommends and/or advises the Board concerning various issues, trends or concerns that may impact the District’s mission or strategic plans.
  - c) Develops, implements, and monitors plans for accomplishing Board of Education directives, goals and priorities.
  - d) Evaluates the success of the plans and reports to the Board of Education and the community.
  - e) Aligns the responsibilities, duties and organizational structure of the district and its directors to accomplish the objectives of the organization
  - f) Works with members of the Cabinet and school administrators to set the direction within the district, assign responsibilities and accountabilities.
- Serves as the educational leader of the District.
  - a) Oversees and directs the total educational programs of the district and provides leadership in its development and improvement.
  - b) Directs and oversees the formulation of educational goals, objectives and services across the district.
  - c) Guides the formulation and implementation of the continuous improvement process across all district programs and services.
  - d) Provides oversight and direction in the assessment and evaluation of curriculum and staff professional development.
  - e) Interprets and communicates Board policies, organizational objectives, and goals.
  - f) Supervises and directs the activities of building administrators, directors of community education and special services.
- Directs and oversees the operational and administrative services, programs, and operations of the District to ensure the

efficiency and effectiveness of these functions.

- a) Oversees and directs the financial, facility and operational needs of the district (e.g. budget planning & administration, facility management, transportation services, food service and financial management) through and in collaboration with the Director of Business Services and the Director of Facilities, Activities and Athletics
  - b) Leads in negotiating bargaining agreements, interpreting and enforcing contract language, and the formulation of the District's technology infrastructure and integration of technology into the education program and administrative operations.
  - c) Guides the fiscal planning and budgetary development process in collaboration with the Director of Business Services; works with Directors and building administrators in prioritizing district fiscal needs, facility, human resource and technology needs in accomplishing district goals, objectives and initiatives.
  - d) Works with community members on local referendums to assist with revenue generation.
- Serves as the district's Director of Human Resources overseeing the development of human resource policies and procedures; oversees employee relations and negotiations; directs district procedures in the recruitment, selection and hiring of employees.
  - Serves as the primary spokesperson for the District and oversees all public relation activities of the District to best represent the District before the public, governmental agencies, community organizations, or other groups.
    - a) Serves as the primary spokesperson for the Board of Education before the public.
    - b) Serves as a liaison between the staff and the Board.
    - c) Works closely with the Director of Community Education and Communication regarding communication issues and programs.
    - d) Advocates for the interests of the school district and community when working with government agencies.
    - e) Collaborates with various city, county, other districts and the legislature concerning issues and initiatives.
    - f) Meets with area Superintendents and legislators to influence legislation that is most favorable to area schools.
    - g) Serves on various advisory boards or committees to represent the needs of the District.
  - Performs other duties of a comparable level or type, as required.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS :</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Director of Business Services	1
2	Building Administrators	3
3	Director of Special Education	1
4	Director of Community Education & Communications	1
5	Director of Athletics, Activities and Facilities	1
6	District Network & Support Specialist	1
7	Assistant To Superintendent/School Board Secretary	1
<b>TOTAL</b>		<b>9</b>
<b>INDIRECT SUPERVISION:</b>		
<b>Number of employees indirectly supervised:</b> All District Employ		<b>Total:</b> Varies

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Master's Degree
	High school diploma or GED.		<b>Major field of study or degree emphasis:</b> Educational administration or educational leadership
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school finance and law.</li> <li>• Operations, functions and administrative aspects of the district.</li> <li>• Organizational theory and development.</li> <li>• School Board governance principles, practices and requirements.</li> <li>• Leadership and management theory.</li> <li>• Fundamentals of human resources, collective bargaining and contract administration.</li> <li>• Learning processes, models, theories, and educational technologies, trends and best practices.</li> <li>• Measurement, curriculum and assessment principles, concepts, methods and techniques.</li> <li>• Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance.</li> </ul>
x	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 5 years supervisory and educational leadership experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a valid driver's in the State of MN. A School Superintendent's license or credential.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Human relations, school finance, human resource management and team building skills.</li> <li>• Defining, reasoning and problem solving skills.</li> <li>• Organizational management.</li> <li>• Oral, presentational and written communications.</li> <li>• Conducting public relations and governmental relations functions and representing the district in all matters impacting public perspectives of the District.</li> <li>• Curriculum and instruction planning and implementation including data analysis and research skills used in the assessment and evaluation of educational programming.</li> <li>• School and school district administration.</li> <li>• Managing, motivating, delegating authority, mentoring and monitoring administrators and directors in the conduct of their organizational responsibilities.</li> <li>• Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner.</li> <li>• Planning, directing, evaluating and implementing educational and instructional programs.</li> </ul>	



**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs				X
Walk		X			Up to 25 lbs	X			
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms				X	Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Sedentary Work:**  
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

<b>HAZARDOUS WORKING CONDITIONS</b>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work involves continuous contacts and interactions with the public, staff, elected officials, outside agencies, citizen groups, the media and others that can involve occasional disagreeable human interactions and/or conflicts.</p>
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**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

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Department Head's SignatureDate

**Classification History:**  
Prepared 4/2015 by BCC; Updated 7/2015