



## Job Description Superintendent

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 260 Days

**Experience Required:** Successful experience preferred.

**Minimum Education Requirements:** Doctorate in a related field.

**Department:** Central Office Administration.

**Direct Supervisor:** School Board.

**Primary Work Location:** Office setting.

**Certification:** Superintendent certification required.

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**Job Summary:** Plan, direct, or coordinate the academic, administrative, or auxiliary activities of the school district. Creates and implements policies and divides resources among all the schools within the district.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

#### Assistant Superintendent Duties:

- Provide leadership in developing and maintaining the best possible educational programs and services.
- Oversee and administer use of all district facilities, property, and funds with maximum efficiency, minimum waste, and ever-present, overriding concern for the impact on each student's education.
- Oversee all district operations; delegate and assign responsibilities.
- Lead district staff, students, and community patrons in fulfilling the vision and mission of the school district.
- Work with the elected Board to build and maintain the school district.
- Supervise district and building administrators.
- Craft written and oral communication to inform stakeholders.
- Collaborate to identify short and long-range goals to ensure effectiveness.
- Build relationships with the community and patrons; attend community and district events.
- Monitor and advocate for legislation and state statutes that support the best interest of the district and the children.
- Maintain a focus on student learning and development.
- Promote a positive culture that promotes staff commitment and a healthy learning environment.
- Perform other duties as assigned.

#### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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### Knowledge

- Development and implementation of budgets.
- Educational leadership including philosophy, curriculum development, and staffing.
- Elementary and secondary education and special education principles, practices, and procedures.
- General school management and an understanding of current instructional practices and needs.

### Skills

- Strong written and oral communications and relational skills.
- Following and relaying complex oral and written instructions, policies, and procedures.
- Deliver articulate oral presentations and written reports.
- Motivate, develop, and direct people as they work.
- Financial management skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

### Abilities

- Establish and maintain effective working relationships with the board, associates, teachers, parents, and the public.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date