

SCHOOL DISTRICT OF LODI
SUPERINTENDENT
Job Description

Adopted: 6/10/91
Revised: 6/10/96
Revised: 12/9/19

Title: Superintendent

- Qualifications:
1. Experience as a central office administrator or building level principal.
 2. A current or ability to be issued a current superintendent license by the State of Wisconsin.
 3. Such additional qualifications as the Board of Education may deem appropriate.

Reports to: Board of Education

Supervises: All administrative, director, or other district supervisory personnel

Job Goal: Do what is best for the students of the School District of Lodi by providing leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide and direct every member of the administrative, instructional and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property and funds in the best interests of students and the school system.

General Functions

The Superintendent will provide the educational leadership for the improvement of the total program of the school system, in addition to the specific duties and responsibilities outlined below. The Superintendent will perform such duties as the Board may direct.

The Superintendent shall be the chief administrative officer of the District and shall have, under the direction of the Board, general supervision of all the public schools and all the personnel and various personnel departments of the school system. The Superintendent shall be responsible for the management of the schools according to the Board's policies, statutory and case law, and is accountable to the Board.

The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies

or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

The Superintendent shall have general supervision and management of the professional work of the schools and the promotion of students.

The Superintendent shall not be a member of the Board and shall not engage in any pursuit, which interferes with the proper discharge of his/her duties.

The Superintendent shall make written recommendations to the Board on teachers, courses of study, discipline and such other matters as he/she thinks advisable and shall perform such other duties, as the Board requires.

The Superintendent may act, as needed or necessary, as principal or teacher in any school under his/her supervision.

ESSENTIAL FUNCTIONS:

A. LEADERSHIP AND DISTRICT CULTURE

The Superintendent will:

1. Be actively involved in state, regional and national educational organizations, including leadership positions.
2. Serve as the district's spokesperson and advocate on state and national legislative and educational issues.
3. Participate in classes, workshops and conferences to stay current on educational trends and issues and keep the Board and community informed on how these could impact the district.
4. Keep the Board informed on matters or issues that impact the day-to-day operation of the district.
5. Supervise a process involving students, staff and community members that leads to the development of district goals.
6. Promote academic excellence for staff and students.
7. Build self-esteem in staff and students through recognition programs and activities that provide for a positive school climate.
8. Facilitate cooperation with other governmental bodies and various constituencies.
9. Respect and encourage diversity among people and programs.
10. Exhibit creative problem solving and promote and model risk training.

B. POLICY AND GOVERNANCE

The Superintendent will:

1. Prepare the agenda and materials for Board meetings and distribute them to members in advance.
2. Develop and supervise a process that provides for positive school climate with the appropriate procedures and rules for disciplining students.
3. Recommend to the board policies that are consistent with state and federal laws and supervise their implementation.
4. Work with Board committees to facilitate the review of issues and proposals prior to full Board action.
5. Provide for activities and procedures that promote positive Superintendent – Board interpersonal and working relationships.
6. Adopt procedures to avoid civil and criminal liabilities for the district.

C. COMMUNICATION AND COMMUNITY RELATIONS

The Superintendent will:

1. Develop channels of communication with school personnel, students and the community.
2. Provide information to the Board at the request of a committee or the full board.
3. Articulate the district's goals, decisions, and priorities to the community and media.
4. Write and speak clearly.
5. Demonstrate good listening skills.
6. Involve himself/herself in community organizations and serve in leadership positions.
7. Understand the political forces in the community and demonstrate the ability to build community support for district priorities.
8. Utilize formal and informal techniques to determine the community perceptions of the district and its programs.
9. Obtain input from a wide sample of district constituents.
10. Demonstrate conflict resolution skills, consensus building skills and the ability to bring about cooperative solutions.

11. Identify, track and deal with educational and community issues.

D. ORGANIZATIONAL MANAGEMENT

The Superintendent will:

1. Develop and recommend for Board adoption a district emergency management plan that is focused on student and staff safety practice and procedure.
2. Develop and recommend the budget for review and approval by the Board.
3. Present long range financial needs to the Board and assist the Board in interpreting the budget to the community and school personnel.
4. Supervise the overall fiscal operations of the district.
5. Lead the process in cooperation with the Board in determining the location and size of new school sites and additions to existing sites as well as the location and size of new buildings on sites; plans for new school buildings and new sites as well as improvement, alterations and changes in buildings and equipment.
6. Make recommendations to the Board regarding facilities and building sites.
7. Develop, implement and monitor change processes and organizational transitions.
8. Utilize data and information in the decision making process.
9. Develop procedures, rules and guidelines for the smooth and orderly operation of the school district.
10. Demonstrate an understanding of auxiliary programs such as maintenance, transportation and food services.
11. Use technology to enhance administration of business, support and educational systems.
12. Advise the Board on legal issues, regulations, and codes that could impact the district and implement changes in the operations to maintain district compliance.
13. Delegate authority and responsibility appropriately to members of the administrative team and staff.
14. Allocate and manage resources effectively to ensure successful student learning.

E. CURRICULUM PLANNING AND DEVELOPMENT

The Superintendent will:

1. Implement and supervise a process that periodically and effectively evaluates district programs.

2. Utilize the expertise of the professional staff to develop curriculum and programs that meet the needs of the students and the wishes of the community.
3. Explain learning theories, instructional strategies, educational goals and trends to the community.
4. Develop a process that provides an appropriate curriculum for all children.
5. Maintain an effective staff development program to improve teacher performance.
6. Conduct assessments of the effectiveness of the educational program.
7. Promote the use of up-to-date technology in the instructional programs.
8. Align the district's curriculum with state standards and assessments.
9. Facilitate an effective community education program.

F. INSTRUCTIONAL MANAGEMENT

The Superintendent will:

1. Provide programs of professional growth and improvement for all employees.
2. Visit the schools as often as other duties will permit and observe the practices being utilized in the classroom.
3. Recommend courses of study and instructional offerings to the Board and supervise the development of course outlines and selection of instructional materials.
4. Develop and supervise the disciplinary processes for students, including the expulsion of students.
5. Develop, implement, and monitor change processes to improve student learning and the climate for learning.
6. Formulate a program that effectively evaluates the instructional staff.
7. Provide a system that keeps parents well informed on the progress of their children.
8. Implement programs that meet the diverse educational needs of all children.
9. Supervise an effective student assessment and monitoring system.

G. HUMAN RESOURCES MANAGEMENT

The Superintendent will:

1. Recommend to the Board the selection, employment, assignment, transfer, supervision and dismissal of all professional school employees.
2. Supervise all personnel operations and the selection, employment, assignment, transfer, supervision and dismissal of all non-professional school employees.
3. Diagnose and improve organizational health and morale.
4. Recognize employees for distinguished work and contributions to the district.
5. Ensure that job descriptions for all staff are developed, remain current and serve as a basis for the evaluation of all school personnel subject to Board of Education review and approval.
6. Supervise systems to evaluate all district staff and programs to improve staff performance.
7. Serve as the Boards' spokesperson in negotiating handbook.
8. Promote formal and informal communications with all staff.
9. Recommend changes in organizational structure and staffing to the Board.
10. Directly supervise members of the Administrative Council and Leadership Team.
11. Participate in the evaluation of classroom teachers.
12. Provide for a planned staff development program based on the needs of the staff.
13. Participate as deemed appropriate by the Board of Education, in negotiations with recognized employee bargaining units.
14. Manage employee handbook and address grievances in the appropriate manner.
15. Respond appropriately to employee grievances or problems in accordance with applicable Board of Education policies, Employee Handbook and/or state/federal laws and regulations.
16. Establish personnel procedures that provide information that may be used to advance the quality of the school system, such as exit interviews for departing employees, employee focus group discussions or specific aspects of job performance and duties, questionnaires and/or other means of eliciting staff member feedback

H. VALUES AND ETHICS OF LEADERSHIP

The Superintendent will:

1. Model appropriate values, ethics and moral leadership in all interactions.

2. Balance complex community demands with the best interest of the students.
3. Recognize and be sensitive to the needs of a diverse constituency.
4. Demonstrate initiative, loyalty and dedication.
5. Promote the value of public education in a free and democratic society.
6. Involve other community agencies to support each child in the district.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to complete assigned performance tasks within a reasonable time frame.
4. Ability to learn and practice universal precautions in dealing with any body fluid spills.
5. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
6. Ability to maneuver from room to room.
7. Ability to perform repetitive tasks.
8. Ability to lift and carry a minimum of 20 lbs.
9. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
10. Ability to supervise small/large groups of students.
11. Ability to follow district, building and program policies and procedures.
12. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
13. Ability to complete other appropriate tasks periodically assigned by the Board that are necessary or required to carry out monetary/performance responsibilities of Superintendent position.

Legal Ref: Section 118.24 Wis. Stats.
121.02 (1)
121.02 (a)

121.02 (a) f.
PI 8.01 (2) (q), Wis. Admin Code