

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools shall strive to achieve the highest quality education possible for students by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a suitable model for staff and students both in the school and outside the District.

In order to achieve the goals of his/her position, the Superintendent shall carry out the following functions:

A. Planning/Educational Leadership

1. Proposes changes to existing policies or introduces new policies and provides vision and leadership for the changing needs of the District's curricular program.
2. Uses and encourages others to develop short and long range plans, as well as engages in solving problems of an immediate nature.
3. Tailors programs and learning approaches to best meet the needs of the diverse student population served by the District.
4. Carefully plans programs recommended for approval to assure high quality service to students.
5. Ensures that students receive a broad and comprehensive learning experience through provision of a diverse array of excellent core academic offerings and quality co-curricular and enrichment programs.
6. Provides evaluative data on the achievement of District goals and objectives to insure an accurate analysis of District progress.

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7. Provides information necessary to plan for the future of the District, as well as for the present.
8. Provides sufficient scrutiny of ongoing programs to promote a high level of quality for all programs.
9. Presents and interprets student achievement/assessment data to the Board and community as part of a planned process of curriculum/instruction evaluation and improvement.
10. Reports annually to the Board and public through a brief and factual summary of the significant events of the year.
11. Develops short and long-term plans for the maintenance and upkeep of school facilities and plans for future facility needs.
12. Monitors and coordinates instructional programs between buildings and grade levels to ensure consistent curriculum throughout the District.

B. Budgeting/Finance

1. Takes an active role in the development of salary schedules for all personnel and recommends to the Board.
2. Utilizes the budget as an effective vehicle for planning and decision making based on the District Strategic Plan.
3. Determines that funds are wisely spent and maintains adequate control using appropriate accounting procedures.
4. Invests District funds in a timely manner to achieve the highest rate of return consistent with legal requirements and Board guidelines.

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- 5. Provides the Board with appropriate budget information to assist in determining District financial priorities.**
- 6. Keeps the Board apprised of any significant variation in spending from the adopted budget.**
- 7. Takes appropriate action to provide the community with a realistic appreciation of the financial condition of the District.**
- 8. Evaluates financial needs and makes recommendations for adequate financing.**
- 9. Seeks to promote alternative funding sources for District programs and projects, including grant awards, foundation support, gifts or material and labor from the community and/or business.**

C. Relationship with Board

- 1. Provides careful research and data as well as other background information to permit good planning and decision making.**
- 2. Follows Board policy and directions in administering the day-to-day operations of the District.**
- 3. Keeps the Board informed on issues, needs, and operations of the school system in a timely manner.**
- 4. Offers professional advice to the Board on items requiring Board action.**
- 5. Supports Board policy and action to the public and staff.**
- 6. Remains impartial toward the members of the Board, treating each alike and refraining from criticism thereof.**

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- 7. Seeks and maintain a positive working relationship with the Board as a body as well as with individual members.**

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- 8. Bases his/her positions on principle and maintains his/her position without regard for popularity until an official position of the Board has been reached.**
- 9. The Superintendent shall notify the Board of any professional service contract of \$10,000 or more procured directly by him/her prior to contract execution.**

D. Personnel Relationships

- 1. Utilizes the abilities and talents of the professional staff in appropriate areas of District operation.**
- 2. Makes recommendations for employment or promotion of personnel insuring that persons recommended for employment meet all qualifications established by law and by the Board for the position for which the recommendation is made.**
- 3. Expects high standards of achievement from the Administration Center Staff.**
- 4. Implements a planned program of individual staff evaluation and improvement.**
- 5. Provides staff development opportunities for employees (professional and support staff) designed to enhance performance.**
- 6. Inspires others to highest professional standards.**

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- 7. Maintains liaison between the Board and personnel, working toward a high degree of understanding and respect between the Board and the staff.**
- 8. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation/ implementation.**
- 9. Evaluates performance of staff members, giving commendations for good work, as well as constructive suggestions for improvement.**
- 10. Treats all personnel fairly without favoritism or discrimination while insisting on performance of duties.**
- 11. Delegates authority to staff members appropriate to the position each holds.**
- 12. Develops and executes sound personnel procedures and practices.**
- 13. Develops good staff morale and loyalty to the District.**
- 14. Acts as chief negotiator for the Board of Education under the Michigan Public Employment Relations Acts, or recommends to the Board the delegation of this authority to the appropriate administrative staff member(s); Recommends a team of negotiators for the Board.**
- 15. Takes action to employ or recommend to the Board the employment of legal counsel as required for the best interest of the District under the Michigan Labor Relations Acts.**
- 16. Visits buildings on a regular basis; is visible throughout the District.**

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E. Community Relationships

- 1. Gains respect and support of the community on the conduct of the school operation.**
- 2. Solicits and attends to problems and opinions of all groups and individuals.**
- 3. Develops friendly and cooperative relationships with the news media.**
- 4. Maintains communication with the public by being reachable upon request without fear of rejection.**
- 5. Achieves status as a community leader in public education.**
- 6. Involves the community in developing and implementing the Strategic Plans for the District.**
- 7. Encourages community involvement in the schools and provides a mechanism for two-way communication with various groups.**
- 8. Implements new or modifies school programs as adopted by the Board.**
- 9. Participates actively in community life and affairs.**
- 10. Works effectively with public and private agencies.**

F. Personal Qualities

- 1. Performs job responsibilities in an enthusiastic, professional and positive manner and handles conflict constructively and praise humbly.**
- 2. Maintains high standards of ethics, honesty, and integrity in all matters.**

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- 3. Earns respect and standing among professional colleagues.**
- 4. Devotes time and energy effectively to the job.**
- 5. Demonstrates ability to work well with individuals and groups.**
- 6. Exercises good judgment in arriving at decisions.**
- 7. Maintains poise and emotional stability in the full range of professional activities.**
- 8. Effectively presents oral and written communications.**
- 9. Speaks well in front of large or small groups and expresses ideas in a logical and forthright manner.**
- 10. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events in a group meeting.**
- 11. Maintains professional development by reading, course work, conference attendance, work on professional committees, visits with other Districts and Superintendents.**
- 12. Listens carefully and takes time to fully understand needs and concerns and reacts appropriately.**
- 13. Is genuinely concerned about the growth and well being of students and projects that attitude.**

M.C.L.A. 380.1229

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