

Job Description

Superintendent

## **JOB DESCRIPTION**

**JOB TITLE:** SUPERINTENDENT OF SCHOOLS

**REPORTS TO:** BOARD OF TRUSTEES

**DEPARTMENT:** CARBON COUNTY SCHOOL DISTRICT #1

### **I. QUALIFICATIONS:**

- a. Must possess qualifications in education, training, and experience that meet the Certification requirements established by the State Board of Education.
- b. Any other qualifications found necessary and appropriate by the Board

### **II. PERFORMANCE RESPONSIBILITIES:**

- a. **Board Adopted Goals and Objectives:** The Superintendent shall agree with the Board on specific District Goals and Objectives as requiring special emphasis during the evaluation period.
- b. **Executive:** The Superintendent shall act as the chief executive officer of the Board and shall be responsible for the execution of policies adopted by the Board. They shall be responsible for the supervision of the school plant, school employees and all school activities.
- c. **Advisory:** The Superintendent shall act as professional advisor to the Board in the formation of school policies. They shall be present at all meetings and shall have a voice in the discussion, but shall not have the right to vote.
- d. **Professional:** The Superintendent is the budget officer for the Board. They shall prepare and present a preliminary budget to the Board by May 15. The annual budget will be presented to the Board for adoption or modification at a meeting in July. After adoption, the budget will direct the purchases of the Superintendent. The Superintendent will nominate, for election by the Board, all employees of the District. They shall recommend salaries to be paid, subject to the adopted salary schedule. They shall also recommend the dismissal of teachers and other employees. They shall have the authority to fill all temporary vacancies and to

make such other temporary arrangements relative to the conduct of the schools as may be necessary.

- e. **Assignment of Personnel:** The Superintendent shall make assignments or transfers that are, in their professional judgment, necessary to secure the highest efficiency of the entire staff.
- f. **School Calendar:** The Superintendent shall recommend to the Board a school calendar no later than the second meeting in April. The calendar shall, as a minimum, meet requirements of the State Department for the number of days that school is in session.

### III. SUPERVISORY:

- a. **Instructional Quality:** The Superintendent shall be responsible for the supervision of instruction. They shall visit each school as often as possible, observing the work of both pupils and teachers, making suggestions that will promote the interest of the school. They shall in every way possible aid, counsel and encourage teachers in their work. They shall meet with teachers as often as they shall deem necessary for discussing methods of instruction and management. They shall review the quality of all administration through regular conferences and evaluation.
- b. **Relationships with Employees:** The Superintendent shall be the education leader, striving to instill a professional attitude in staff members. They shall delegate responsibility and authority to employees, keeping in mind they are accountable to the Board for results. They shall also encourage individual initiative on the part of the employees.
- c. **Curriculum:** The Superintendent shall direct studies to determine the adequacy of the curriculum and recommend to the Board new courses of study or improvement in the organization of the curriculum as the needs arises.
- d. **Activities:** The Superintendent shall review and evaluate the activities programs and recommend changes to the Board as the need arises.
- e. **Public Relations:** The Superintendent shall inform the public and Board of school conditions and needs. They shall interpret the school program, its aims, and objectives, to the public. They shall use all available means to achieve this objective.

### IV. EXPECTATIONS:

- a. Maintain confidentiality in all matters of the district.
- b. Maintain positive attitude that supports the District Vision and Mission
- c. Be responsible for acceptable personal attendance and punctuality.
- d. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
- e. Responsible for adhering to District policies.

**Nondiscrimination Statement:**

Carbon County School District One does not discriminate based on race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307)328-9200; The Wyoming Department of Education, Office for Civil Rights Coordinator, 2<sup>nd</sup> Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, 307 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinator is Debra Gaines.