

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:       **DISTRICT SUPERINTENDENT**  
Department:         Administrative Office  
Reports to:          Board of Trustees

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#### **SUMMARY:**

Under direction of the Board of Trustees, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Acts as the agent of the Board of Trustees
- \* Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board
- \* Manages a staff of administrators including Assistant Superintendents, Directors, and Principals
- \* Ensures the communication and interpretation of Board decisions and requests to staff
- \* Provides goal setting and problem solving to staff
- \* Recommends hiring to Board and evaluates performance
- \* Responds to staff and community regarding questions or problems about school operations
- \* Recommends policy and program decisions to the Board
- \* Develops administrative rules and procedures to implement Board policy
- \* Attends two nightly board meetings per month
- \* Oversees the preparation of the annual budget
- \* Attends various organizational meetings outside district
- \* Ensures compliance with appropriate State and Federal Constitutional and Statutory Rules and Regulations

#### **SUPERVISORY RESPONSIBILITIES:**

Manages subordinate supervisors who supervise employees in the Finance, Planning, Curriculum and Instruction, Staff Development, Community Education, Special Education, Principals, Personnel/Employee Relations, Athletics, Vocational Education, Facilities Planning, and Student Services. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Ensures the following: interviewing, hiring, and training of employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition to oversight, provides technical assistance to District sponsored charter schools.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Administrative Credential. Must have strong leadership skills, communication skills.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamental math concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PROFESSIONAL SKILLS AND ABILITIES**

- \* Has a commitment to academic excellence and the ability to select and lead a highly qualified teaching and administrative staff.
- \* Possesses knowledge of curriculum development, understand current educational theory and instructional techniques, and have the ability to implement program accountability.
- \* Is knowledgeable of special programs, including bilingual education, special education, gifted education, alternative education and vocational education.
- \* Has a demonstrated ability to assign responsibility, delegate authority, motivate and empower others to achieve high levels of performance, and have an awareness of the contribution of all employees to the success of the district.
- \* Is knowledgeable of school finance at the state, district and school level with expertise in securing various sources of funding.
- \* Has short and long-range planning experience, coupled with the ability and desire to articulate the goals and needs of the district.
- \* Has the ability to work cooperatively with the Governing Board, advise and inform the Board on all matters concerning the district, make recommendations and provide the Board with alternatives, and help establish a vision for the district.
- \* Is sensitive and responsive to the educational needs and concerns of diverse ethnic and socioeconomic groups.
- \* Has the ability to serve as an effective spokesperson for the district with the community, news media, and state agencies.
- \* Has the ability to maximize the resources of other agencies and community groups to the benefit of the school district.
- \* Has an understanding of and a willingness to support interest-based bargaining and decision-making in the district.
- \* Strives to create a district climate of cooperation and collaboration.
- \* Supports a Superintendent/Board team and works to mutually strengthen individual roles.
- \* Is a team leader as well as a team member who is willing to take reasonable risks.
- \* Is able to initiate change in a positive way and follow it through to full implementation.

**OTHER SKILLS and ABILITIES:**

Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***