

ROSSVILLE CONSOLIDATED SCHOOL  
DISTRICT JOB DESCRIPTION

Job Title: Administrator - Superintendent of Schools  
Reports To: Board of Education  
Approved By: Board of Education  
Approval Date: June 9, 2020

SUMMARY

The Superintendent of Schools shall be the chief executive officer of the Board and the administrative head of all divisions and departments of the school system. S/He may delegate responsibility for the operation of various segments of the school system, but shall be responsible to the Board for the results produced.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The Superintendent shall administer the development and maintenance of a positive education program designed to meet the needs of the community and to carry out the policies of the Board.
2. The Superintendent shall recommend the number and types of positions required to provide proper personnel for the operation of the school program.
3. The Superintendent shall recommend policies relative to the organization, finance, instruction, school plan, and the functions of the school program.
4. The Superintendent shall develop the annual budget and recommend it to the Board for action.
5. The Superintendent shall keep the Board continually informed on the progress and conditions of the schools.
6. The Superintendent shall maintain a positive public relations program with the community.
7. The Superintendent shall attend and participate in all meetings of the Board except when his/her employment is under consideration.
8. The Superintendent shall make recommendations preceding action by the Board on decisions involving the employment, promotion, transfer, suspension, or dismissal of employees.
9. The Superintendent carries out supervisory responsibilities in accordance with the organization's policies and applicable law.
  - a. Responsibilities include interviewing, hiring, and training employees; planning, assigning, defining duties, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems.
10. The Superintendent shall supervise the transportation system of the school district.
  - a. Responsibilities include the assignment of routes; supervision and selection of drivers; deciding if weather conditions warrant alteration in the regular school schedule or bus routes; and maintenance of the equipment.

11. The Superintendent shall supervise the maintenance and custodial services of the school district.
  - a. Responsibilities include the assignment of personnel; deciding if conditions warrant alteration of the regular school schedule; maintenance of equipment; and cleanliness of facilities and grounds.
12. The Superintendent shall supervise and administer the educational program.
  - a. Responsibilities include developing a systematic approach of curriculum review; ensuring curriculum is in line with content standards and state proficiencies; the identification of essential skills/concepts taught in each subject area; and the assessment of students for continued improvement.