

# Oak Grove School District

## Superintendent Job Description

### **JOB TITLE: SUPERINTENDENT**

Under the direction of the Governing Board, is responsible for the school system and its activities and for planning for the future organization, personnel, growth and development of the District. With staff, the Superintendent determines the methods by which the policies, rules and regulations of the Board of Trustees may be carried out. In this matter, it is recognized that the methodology of execution of the Board of Trustee policies, rules and regulations is the responsibility of the Superintendent.

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

- Assumes immediate charge of the entire school system as the Governing Board's Chief Executive Officer
- Coordinates the work of the entire administrative staff
- Executes the policies, rules and regulations of the Board of Trustees or assumes responsibility for seeing that they are executed
- Nominates for employment all certificated and classified personnel
- Recommends dismissal of employees whenever there is evidence of unsatisfactory service within the limits of the law and the Governing Board's regulations
- With staff, assigns, directs, and supervises the work of all employees with due regard for the individual rights involved, and proposes adequate salary schedules for the various classes of employees
- Recommends the approval of purchase of instructional guides, textbooks and equipment
- Schedules classes for the various types of training and assigns space for them
- Decides the general methods of instruction to be used
- Provides for the continuous review, and for revision of courses of study, when necessary, and presents these for adoption by the Board of Trustees
- Directs the work of such special consultants as may be employed upon approval of the Board
- Prepares guidelines for budget development
- Prepares the annual budget and interprets it for the Board
- Administers the budget after it is adopted and keeps expenditures within its limits
- Supervises the general business procedures of the District to secure the proper accounting of funds, supplies and equipment
- Seeks to secure materials and supplies best suited to the educational needs of the District

- Recommends all contracts to be entered into by the Board of Trustees and acts as authorized agent of the Board in contracts between the District and other governmental agencies
- Responsible for recommending an adequate program of insurance in all phases of District operation with regard to those prescribed by law
- Prepares proper reports to the Board, keeping the Trustees fully advised as to the financial status of the District and all the implications of the financial aspects of school administration
- Supervises the development of the building program of the District
- Directs the planning of all educational features of new buildings or modernization of old buildings
- Counsels the architects in the general plans for such building and maintains general supervision over their work
- Supervises and directs the building inspectors so that their work is adequately performed
- Accepts general responsibility for the adequate completion of the building program in accordance with the educational needs of the District
- Acts as authorized agent with various governmental officials in the building program
- Supervises the general maintenance and operation of the physical plant and provides for efficient methods of building care and upkeep
- Administers all schools and classes established by the Board's action
- Provides leadership and guidance to establish the pattern of education to be offered to pupils
- Recommends for Board approval the boundaries of school attendance areas within the District
- Makes assignments of pupils to the different buildings or grades as may improve their education
- Enforces compulsory attendance as deemed by law
- Authorizes the closing of schools in case of emergencies involving the health and safety of pupils
- Establishes and directs the program for providing the citizens of the community with adequate information about the schools, the reasons for the activities and the results obtained
- Serves as the major representative of the Board of Trustees to the public
- Represents the District in the community by interpreting the educational program to parents, organizations, the press and other community agencies
- Provides the required leadership to direct the school district in accomplishing the stated goals and educating students within its boundaries
- Provides the leadership to carry out the stated policies of the Governing Board and to make recommendations for policy changes when needed

- Communicates effectively the educational program of the district to the citizens, staff, and parents and students
- Establishes and maintains effective working relationships with staff, students, parents, labor organizations and community members

#### **MINIMUM QUALIFICATIONS - EDUCATION/EXPERIENCE:**

- Master's Degree from an accredited institution of higher learning
- California Administrative Services Credential
- Site principal experience required; District Office Administrative Experience required; Cabinet level experience preferred
- Working knowledge of instruction, business, and human resource functions
- A relational leader who understands certificated and classified functions in a public school setting
- A seasoned educational leader with a proven track record of success
- Bilingual preferred
- Doctorate Degree preferred

#### **PERSONAL AND PROFESSIONAL QUALITIES:**

- Demonstrated knowledge of the most acceptable educational practices, policies, and methods
- High moral character
- Excellent health, stamina and stability
- Demonstrated knowledge of school business practices
- Ability to write and speak clearly
- Strong professional and personal principles and the courage to stand on those principles
- Ability to understand the needs of a diverse community and to make sound decisions based on those needs

#### **PHYSICAL ABILITIES:**

- Hear and speak to exchange information in person or virtually; near and far vision, and depth perception to monitor and evaluate staff or students; read written or printed notes and materials
- Able to communicate clearly and obtain information in English; communicate effectively to present to groups
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up top (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.