

OAK GROVE SCHOOL DISTRICT
San Jose, California

Job Description

SUPERINTENDENT

Brief Description of the Position

The Superintendent of Schools is responsible to the Board of Trustees as the chief executive officer of the Oak Grove School District. The Superintendent provides for the direction, supervision, and coordination of the school system. He/she exercises duties as mandated by statutes, established by regulations of the State Board of Education, and specifically designated in the policies established by the Board of Trustees. As the leader of the Management Team, the Superintendent works in cooperation with other members of the Team in the formulation and implementation of District policies.

Specific Duties and Responsibilities

- A. Supervises either directly or through delegation the implementation of all policies, rules, and regulations adopted by the Board of Trustees.
- B. Provides for the operation and supervision of all District programs.
- C. Provides professional leadership and guidance for establishment, maintenance, and continued improvement of instructional and instructional support programs.
- D. Provides for the establishment and maintenance of office records as required by law and by Board Policy.
- E. Directly evaluates the services of the Deputy Superintendent, the Assistant Superintendents, the Controller, and Principals.
- F. Exercises general authority over all schools and departments of the school district, and is responsible for the enforcement of all legal regulations governing their performance.
- G. Acts as ex officio secretary of the Board of Trustees; notifies Board Members of all regular, adjourned, and special meetings; provides for a full and accurate account of all proceedings; conducts all official correspondence, and signs all documents as required by law or action of the Board of Trustees.

- H. Is responsible for preparation of the agenda, minutes, and support material for all meetings of the Board.
- I. Recommends to the Board changes in procedures and policies which are in the best interest of pupils, employees, and patrons of the District.
- J. Recommends to the Board employment of personnel necessary for the operation of the schools; provides for the assignment, promotion, transfer, reassignment and suspension of employees and recommends dismissal of employees under the provisions of law as required.
- K. Provides for the development, maintenance, and operation of a constructive program of in-service training for employees of the school system.
- L. Provides for an up-to-date manual of the policies as adopted and/or amended by the Board of Trustees.
- M. Is responsible for preparation and administration of the annual school district budget.
- N. Provides for the formulation and administration of a system for evaluation of employees.
- O. Encourages continuous professional growth of the staff through active participation in key professional organizations, seminars, meetings, and conferences.
- P. Establishes a program for dissemination of public information.
- Q. Is responsible for the maintenance and formulation of recommendations for improvement of District facilities and programs needed to provide for a superior education program.
- R. Performs such other related duties as may be designated by the Board of Trustees.

Organizational Relationships

- A. Supervised by: Board of Trustees
- B. Evaluated by: Board of Trustees