

BUENA PARK SCHOOL DISTRICT

SUPERINTENDENT

DEFINITION

The Superintendent, under the direction of the Governing Board, shall assemble, organize, and direct the total resources and personnel of the District to efficiently and economically achieve District goals and objectives established by the Governing Board.

In accordance with the Education Code, the Superintendent is the executive officer of the District and shall assume all mandates as set forth in Education Code Section 35035. Among other duties, the Superintendent is hereby designated as the Secretary to the Governing Board.

EXAMPLES OF DUTIES

Supervises the Chief Financial Officer, Chief Operating Officer, and Chief Personnel Officer, as they plan, organize, coordinate, direct, and manage the functions and activities of the fiscal services unit, food services, maintenance, operations, and transportation, and the personnel services unit; supervises the Chief Academic Officer, as he/she advises the Governing Board and District personnel pertaining to the various aspects of curriculum, instruction, and pupil services; plans, organizes, develops, and continuously assesses the District's progress toward the achievement of educational goals and objectives approved by the Governing Board and developed with parents, employees, and community members; supervises principals as they plan, organize, coordinate, direct, and manage the educational program at each school site in the District; delegates authority and responsibility to members of the management team and holds them accountable for results; involves management in the decision making process within guidelines established by the Governing Board; implements a system of communication which facilitates the achievement of District goals and objectives and includes the total educational community; plans a school/community relations program that accurately interprets the District program to employees and residents of the North Orange County area; cooperates with the local high school, community college, and college districts to improve articulation for all students.

QUALIFICATIONS

Knowledge of:

Principles, methods, procedures, and trends pertaining to public education and management of fiscal and operational management functions and activities.

Principles, methods, techniques, and strategies of modern organization, management, and supervision.

Legal mandates, policies, regulations, and guidelines pertaining to educational fiscal and operational management processes.

Techniques, strategies, goals, and objectives of public education.

Philosophical, economic, and legal aspects of public education.

Organization, management, planning and evaluation strategies, techniques, and procedures. Curriculum and instruction design and delivery systems, including audit and evaluation processes which determine process effectiveness.

Instructional support program, functions and activities.

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Ability to:

Effectively and efficiently plan, manage and direct the District fiscal, operational functions, and instructional service program.

Perform internal audits of special funds and major accounts, and perform a variety of research and development, statistical, financial and operational analyses.

Plan, organize, develop and implement instructional service budget planning, and expenditure control processes and procedures; train, evaluate and manage the functions and activities of the business service personnel.

Communicate effectively in oral and written form.

Establish and maintain cooperative relationships in the organization, with the public, and in the community.

Perform the essential functions of the job with or without reasonable accommodation.

EXPERIENCE

Five years of administrative experience including budget planning and preparation and instructional support services and related functions in an educational organization.

EDUCATION

Possession of a master's or higher degree from an accredited college or university in educational administration, instructional technology, curriculum development and design, or closely related fields.

Doctoral degree highly recommended.

CERTIFICATION REQUIREMENT

Possession of a valid California credential authorizing service to be a superintendent for a California elementary school district. California Teaching Credential highly recommended.

California Administrative Credential highly recommended.

LICENSE REQUIREMENT

Possession of a valid California driver license.

CONDITION OF EMPLOYMENT

Insurability by the district's liability insurance carrier.