

WAUNAKEE COMMUNITY SCHOOL DISTRICT

SUPERINTENDENT

Job Description

The Superintendent shall be the chief administrative officer of the District and shall have, under the direction of the Board, general supervision of all the public schools and all the personnel and various personnel departments of the school system. The Superintendent shall be responsible for the management of the schools according to the Board's policies, statutory and case law, and is accountable to the Board.

The Superintendent, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by vote of the Board. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action taken under such delegation.

Wisconsin statutes specify the following duties and powers of the Superintendent:

The Superintendent shall have general supervision and management of the professional work of the schools and the promotion of students.

The Superintendent shall not be a member of the Board and shall not engage in any pursuit, which interferes with the proper discharge of his/her duties.

He/she shall make written recommendations to the Board on teachers, courses of study, discipline and such other matters as he/she thinks advisable and shall perform such other duties, as the Board requires.

He/she may act as principal or teacher in any school under his/her supervision.

QUALIFICATIONS:

1. Certification as required by the State of Wisconsin.
2. Any other qualifications the Board may deem necessary or desirable.

REPORTS TO: Board of Education

GENERAL FUNCTIONS:

The Superintendent will provide the educational leadership for the improvement of the total program of the school system. In addition to the specific duties and responsibilities outlined below. The Superintendent will perform such duties as the Board may direct.

ESSENTIAL FUNCTIONS:

A. VISIONARY LEADERSHIP

The superintendent is an educational leader who promotes the academic success and well-being of each student by facilitating the development, articulation, implementation and advocacy of a vision of learning that is shared and supported by all.

The Superintendent will:

1. Collaboratively develop and implement a shared vision and mission.
2. Collect and use data to identify strategic priorities/goals, assess organizational effectiveness, and promote organizational learning.
3. Create and implement plans to achieve goals.
4. Promote continuous and sustainable improvement.
5. Monitor and evaluate progress and revise plans.

B. ETHICAL LEADERSHIP

The superintendent integrates principles of cultural competency and equitable practice and promotes the academic success and well-being of each student by acting with integrity, fairness and in an ethical manner.

The Superintendent will:

1. Ensure a system of accountability for each student's academic and social success.
2. Model principles of self-awareness, reflective practice, transparency, ethical and professional behavior.
3. Safeguard the values of democracy, equity and diversity.
4. Ensure individual student needs drive all aspects of leadership and learning.

C. COMMUNICATION AND COMMUNITY RELATIONS

The superintendent promotes the academic success and well-being of each student by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context. The superintendent establishes effective two-way communications and engagement with students, staff, parents, media and the community as-a-whole, responding to community feedback and building community support for and engagement with the district.

The Superintendent will:

1. Develop formal and informal techniques to gain internal and external perceptions of district.
2. Demonstrate effective communication skills (written, listening, verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments.
3. Promote stakeholder involvement, engagement and participation in the process of education.
4. Establish effective school/community relations, school/business partnerships and public service.
5. Understand the role of media in shaping and forming opinions as well as how to work with the media.

D. POLICY AND GOVERNANCE

The superintendent works with the board to identify, prioritize and follow policies and governance procedures that maximize the goal of ensuring a high quality education for each student. The superintendent follows and enforces policies with fidelity and equity, promoting transparency, trust and organizational fairness. The superintendent values the importance of a healthy working relationship with the board and understands the impact on student achievement when board and superintendent work together in a collaborative and systematic way.

The Superintendent will:

1. Understand and articulate the system of public school governance and differentiate between policy-making and administrative roles.
2. Establish procedures for superintendent/board interpersonal and working relationships and provide information and resources the board needs to perform its responsibilities.
3. Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.
4. Use legal counsel in governance and procedures to avoid civil and criminal liabilities.

E. CURRICULUM PLANNING AND DEVELOPMENT

The superintendent stays up-to-date in curriculum, teaching, learning and testing theories. He or she makes sound recommendations for teaching and learning technologies.

The Superintendent will:

1. Develop curriculum design and delivery systems based on content and assessment standards and best practices.
2. Establish curriculum planning to anticipate occupational trends, school-to-career needs and college preparation.
3. Use child development and learning theories in the creation of developmentally appropriate curriculum and instruction.
4. Include the use of computers, the Internet, distance learning and other technologies in educational programming.
5. Assess student progress using a variety of appropriate techniques.
6. Involve faculty and stakeholders in enhancement and renewal of curriculum and assessments to ensure alignment of curriculum, instruction and assessment.

F. INSTRUCTIONAL LEADERSHIP

The superintendent promotes the academic success and well-being of each student by sustaining a positive, supportive, collaborative district culture and instructional program conducive to student learning and staff professional growth.

The Superintendent will:

1. Nurture and sustain a culture of collaboration, trust, learning and high expectations.
2. Establish a supervision and evaluation system for teaching staff.
3. Develop the instructional and leadership capacity of staff.
4. Maximizes time spent on instruction.
5. Promotes the use of the most effective and appropriate technologies to support teaching and learning.
6. Monitor and evaluate the impact of instruction.

G. EFFECTIVE ORGANIZATION MANAGEMENT

The superintendent promotes the academic success and well-being of each student by ensuring overall management of the organization, operation and resources for a safe, efficient and effective learning environment.

The Superintendent will:

1. Monitor and evaluate the management of operations and administrative systems.
2. Obtain, allocate, align and efficiently use human, fiscal and technological resources.
3. Promote and protect the welfare and safety of students and staff.
4. Develop the capacity, opportunities and support for staff leadership.
5. Ensure teacher and organizational time is focused to support quality instruction and student success.
6. Gather and analyze data to inform decision making and for making recommendations to the board.

H. RESOURCE MANAGEMENT

The superintendent effectively organizes and manages operational aspects of the district - including finance, human resources, food services, transportation, maintenance and facilities and other outside agencies - so that students are able to attend and learn in quality environments staffed by quality professionals.

The Superintendent will:

1. Demonstrate use of system and staff evaluation data for HR policies, decision-making, promotion of career growth and professional development.
2. Identify and apply appropriate polices, criteria and processes for the recruitment, selection, induction, retention and separation of personnel with attention to issues of equity and diversity.
3. Make sound fiscal decisions, in line with the organization's strategic goals, and establish clear and transparent systems of fiscal control and accountability.
4. Coordinate with social agencies & human services to help students grow and develop as caring informed citizens.

Legal Ref: Section 118.24 Wis. Stats.
121.02 (1)
121.02 (a)
121.02 (a) f.
PI 8.01 (2) (q), Wis. Admin Code

Adopted: November 2000

Revised: October 2006
September 2017

Waunakee Community School District