

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### SUPERINTENDENT OF SCHOOLS

#### QUALIFICATIONS:

- (1) Florida certification in School Administration and Supervision.
- (2) Master's Degree in School Administration, Educational Leadership, School Principal or Professional School Principal
- (3) School Administration experience at school and county level.
- (4) Such alternatives to the above as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all facets public school leadership. Must have full understanding of the Florida Public School Finance system including a knowledge of Capital Outlay finance. Must possess an ability to work cooperatively with a wide variety of people. Must understand the role of the public schools in light of the technological revolution taking place in America. Must be able to inspire others, lead when times are difficult, and maintain a healthy, positive, attitude about the future. The superintendent must be well organized and accessible to staff and public. Must be able to act decisively.

#### REPORTS TO:

Board of Education

#### JOB GOAL

To provide leadership in all facets of the educational operation and to serve as the chief executive officer to the Board of Education.

#### SUPERVISES:

All administrative and supervisory personnel of the district.

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) To evaluate the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program.
- \* (2) To develop plans for both current situations and for long-range improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board.
- \* (3) To report on the results of this evaluation efforts and his recommended plans for improvement to the Board, and with the approval of the Board, to the general public through speeches, news releases and school community activities.
- \* (4) To serve as the representative of the Board in handling public complaints and criticisms of any phases of the school system, bringing unresolved problems to regular or special meeting of the Board.
- \* (5) To make recommendations to the Board after consultation with other appropriate personnel concerning the employment, promotion or separation of all personnel.
- \* (6) To be responsible, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, and the placement of all personnel.

**Superintendent of Schools (Continued)**

- (7) To provide inservice professional growth of all personnel responsible directly to him.
- \* (8) Recommend measures to the Board to assure adequate educational facilities throughout the district. To recommend plans for insuring the operation of all schools for the term authorized by the Board.
- (9) To prepare and submit the annual school plan and budget to the Board for adoption according to law. Is also responsible for accurate records of all financial transactions.
- (10) To stay abreast of trends and developments that may affect the well-being and future of the school district, and to apply the best techniques and knowledge to district operations.
- \*(11) To formulate rules, regulations, procedures, and policies for School Board approval, and to ensure enforcement of rules and regulations promulgated by order of the School Board.
- \*(12) To keep the Board continuously and adequately informed concerning all functions of the school system including:
  - a. planning and evaluation
  - b. curriculum
  - c. facilities
  - d. financial affairs
  - e. personnel
  - f. transportation
  - g. special programs
  - h. management
- (13) To provide moral and ethical leadership for the school system. To demonstrate respect for individuals as human beings, including students, teachers, parents, employees, and all other community citizens.
- (14) To develop, in close cooperation with the School Board a set of goals and objectives for the school district for ensuing school year.
- (15) To perform such other duties as the Board may direct.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**