

POST FALLS SCHOOL DISTRICT NO. 273

Series 300: Administration: Superintendent

Policy No. 302.1

Policy Title: Superintendent Job Description

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The Superintendent of Schools shall be directly responsible for the administration of the Post Falls School District in accordance with the Idaho Code and shall, in his/her executive capacity, carry out all policies of the Board of Trustees which are in conformity with that code. Specifically his/her responsibilities shall include:

1. Board of Trustees
 - 1.1 Act as advisor to the Board of Trustees in the formulation of policies and within these policies, develop regulations for the effective, efficient and safe operations of the district.
 - 1.2 Attend and participate in all meetings of the Board, unless it is one in which his/her own employment or salary is being discussed, or by mutual consent he/she may be absent for a reason authorized by the Board.
 - 1.3 Facilitate and make recommendations to the Board on the district's philosophy, mission statement, goals and objectives.
 - 1.4 Keep the Board continually informed in a timely manner of the state of the district and its educational programs.
 - 1.5 Nominate for appointment all personnel subject to approval by the Board, assign and define the duties of such personnel, administer the evaluation of personnel, and keep adequate records.
 - 1.6 Assign, promote, suspend or dismiss employees of the district subject to review of the Board and in accordance with State law.
 - 1.7 Recommend to the Board special levy and bond issues to be placed on the ballot. Provide appropriate factual information on bond and levy campaigns to the community.
 - 1.8 Supervise the preparation of the annual budget and recommend it to the Board of Education for approval.
 - 1.9 Supervise the selection or reserving of sites for school facilities and recommend their disposition to the Board.
 - 1.10 Supervise the preparation of plans and specifications for new facility construction and/or modernization and to present such material to the Board with staff recommendations.
 - 1.11 Keep the Board advised of federal, state and local statutory and legislative matters pertaining to the schools and of legislative proposals and their effect upon the local school program.
 - 1.12 Direct employee contract negotiations and make recommendations to the Board.
2. Administration
 - 2.1 Develop, administer, monitor and evaluate a sound educational program designed to meet the needs of students as they proceed into the community and nation.
 - 2.2 Prepare and administer system wide instructional policies and plans to central administrators, principals, teachers and other staff members.
 - 2.3 Develop a system for the appraisal, recommendation and selection of basic textbooks and educational programs.
 - 2.4 Assist the principals in appraising the effectiveness of instruction.
 - 2.5 Hear complaints, settle and mediate controversies within the school system and with patrons outside school when the school is involved.

- 2.6 Direct and manage the business and financial matters of the district in a cost effective and efficient manner.
 - 2.7 Represent the district to state and federal agencies cooperating in school district construction projects.
 - 2.8 Act upon transfers of pupils from one attendance area to another.
 - 2.9 Develop and recommend student housing plans, school boundary lines and transportation plans consistent with district goals and objectives.
 - 2.10 Develop a yearly work plan to accomplish the district's long-range goals and objectives.
 - 2.11 Develop the administrative organizational structure and number and type of positions required to provide personnel for the efficient and effective operation of the district's programs.
3. Community
- 3.1 Develop a continuous study of community and student enrollment and place long range needs of the schools before the public.
 - 3.2 Keep the public informed about school matters, prepare and recommend the school calendar, and serve as a representative for the school before the public.
 - 3.3 Encourage, develop and facilitate community participation in long-range planning and program evaluation through the advisory committee process.

The superintendent may delegate powers and duties which the Board has entrusted to him/her, but in every instance he/she shall continue to be responsible and accountable to the Board for the execution of the powers delegated. Primary relationships are to:

1. Work with the Board in developing district policies and goals and inform them of progress and problems.
2. Work with central office administrators in developing, coordinating, implementing and evaluating district programs and procedures.
3. Work with principals in developing and implementing administrative procedures to fulfill the philosophy, mission and procedures of the school district.
4. Work with the public to develop a favorable attitude toward schools and develop an educational program to fill the needs of the community.

In carrying out his/her duties in regard to the relationship with the Board, the superintendent shall:

1. Respect privileged communications from executive sessions and from other administrative sources.
2. Be a chief motivator for solid, constructive and creative employee performance.
3. Be open-minded and receptive to suggestions concerning ideas to improve the school's operation.
4. Conduct all official business with the Board as a whole and not with portions of the Board or individual Board members.
5. Accept responsibilities of the superintendent's position.
6. Maintain the highest ethical and professional standards of conduct.

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