

Superintendent

The Superintendent shall be the Chief Executive Officer of the School Board and shall possess the powers and discharge the duties that pertain to the office. Under the direction and control of the School Board, the Superintendent shall have general supervision and direction of personnel, curriculum, building maintenance, finance, research, public relations, and administrative details of all public schools of the district.

Qualifications

- Shall hold a Master's Degree with at least 45 hours graduate credit (not less than 30 semester hours of graduate credit shall have been in administration);
- Must have earned a Master's Degree at college/university approved for teacher education;
- Shall have had a minimum of four years professional experience in administration;
- Must hold an elementary or secondary certificate.

Position Description

The Bon Homme #04-2 School Board sees its role as providing the best education possible for the children of the district within the limitations placed upon it by the constituents of the district and the Laws and rules of the State of South Dakota. One of the most important functions of the School Board is that of selecting a Superintendent who has the training, experience, and skills to work effectively with the School Board, professional staff, and district patrons. Once selected, the Board will provide the Superintendent with the support and the feedback that will maximize the effectiveness of the Superintendent.

In carrying out the duties of the office, the Superintendent of Bon Homme School District shall:

1. Administer the policies, rules, Regulations, and Laws of the State of South Dakota and the School Board as they pertain to the operation of the schools of the district;
2. Provide leadership that promotes the philosophy of equality of opportunity for all children and establishes high expectations for student performance and behavior;
3. Establish a system for organizing, appraising, coordinating, and evaluating the programs of the district;
4. Seek continued growth in skill, insight, knowledge, and general competence of all personnel;
5. Work through principals and administrators to establish an effective teaching environment for every teaching and a climate conducive to experimentation and release of inventive/creative talents among the staff and students;
6. Be a motivating force in the professional development of the principals and a unifying influence in their administration;
7. Prepare and recommend to the Board an annual school budget based on sound educational programs and authorize purchases and expenditures within the limits of the approved budget;
8. Recommend a program of improvement, alteration, and maintenance of school buildings and site facilities;
9. Provide leadership in the development and administration of a supervision and evaluation program for all personnel in the district that will result in high quality performances;
10. Develop and maintain a program of public relations/public information concerning school district programs and needs;
11. Prepare reports and recommendations to keep the School Board informed of conditions, needs, direction, and control of the schools;
12. Develop application, screening, and interviewing procedures to insure that high quality candidates are recommended to the Board for appointments to staff positions;
13. Prepare the agenda and appropriate support material and recommendations for Board action for all School Board meetings;
14. Perform any additional duties that might be assigned by the School Board;
15. Complete and file the necessary reports to show compliance with all and Federal Regulations and Laws;

16. Prepare and present to the Board for adoption, handbooks for all staff and students which will convey to them the policies and procedures of the district as adopted by the Board;
17. Develop and administer a system of regular and Special Education that will meet the needs of the children of the district and will comply with the various State and Federal Statutes and Regulations pertaining to this;
18. Establish relationships with parents so as to facilitate the best parent/teacher/school relationships possible.
19. Organize a plan for staff development that provides opportunities for growth to all school district employees;
20. Provide for planning, scheduling, and supervising the work of all other employees either personally or by delegating the work to others;
21. Develop and administer a system for the development of policies, plans, procedures, and needs of the district through appropriate participation of staff, students, and the public;
22. Serve as a model for wellness in appearance, personal habits, and behavior;
23. Continue personal and professional development through appropriate readings, coursework, conference attendance, professional committee work, and interaction with educators from this district and other districts;
24. Serve as a model of ethical behavior as set forth in the South Dakota Professional Administrators Practices and Standards Code of Ethics.

The appointment of the Superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation, and other benefits, including vacation period, and other conditions of employment. The contract will meet all State Requirements and will protect the rights of both the Board and the Superintendent.

The salary of the Superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his or her appointment (or reappointment) and will be part of the Superintendent written contract.

Legal References: SDCL 3-10-2; 3-11-1 through 3-11-9; 3-12A; 13-10-3; 13-10-4; 13-10-9

Adopted: November 28, 1989

Revised: November 13, 1995; July 12, 2010