

Title: Superintendent of Schools (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Assumes the responsibility for the design and evaluation of the entire School System.

- Initiates the development of comprehensive goals and objectives to guide and improve the School System.
- Provides for the development and implementation of long and short-range plans for achieving Parish goals and objectives and recommending such plans to the St. Tammany Parish Board.
- Recommends specific policies, procedures, plans, and programs for attaining current operating objectives, and provides leadership in solving major problems.
- Establishes and maintains a sound plan of organization which will provide the proper framework for accomplishing the objectives.

Any and all duties as assigned by Parish School Board

Leadership-Assumes leadership for directing the work of all School System employees.

- Provides the proper delegation of authority and responsibility throughout the organization.
- Provides for thorough and complete dissemination, interpretation and administration of all Parish policies in order to establish a framework within which key subordinates can discharge their responsibilities effectively.
- Recommends or approves, as authorized, the selection, appointment and assignment of responsibility to key Parish personnel.
- Establishes effective controls for measuring performance of key administrators against established objectives.
- Provides for development of executive and administrative talent to meet present and future organization needs.

Management-Initiates practices and policies designed to maintain an adequate School System.

- Manages Parish school affairs aggressively and imaginatively with emphasis on systematically maintaining and improving the quality of the public schools.
- Appraises the performance and progress of the Parish through effective controls and reports of Parish activities and through contacts and conferences with key subordinates. Initiates corrective action where required.
- Provides the School Board with all reports and information which will enable it to critically review operation of the System in order to give constructive advice and guidance for improvement.
- Provides for the establishment of school attendance boundaries within the Parish.
- Provides for the selection of sites for locating future school facilities.

Student Services-Initiates practices designed to promote the success and well-being of students.

- Provides the proper programs and practices to insure an adequate educational environment for all students.

School/Community Relations-Assumes the responsibility for establishing positive procedures for insuring good school/community relations.

- Develops, recommends, and carries out, in coordination with members of the Board, a planned program for maintaining favorable external relations with other state and local governmental agencies, and with the public.
- Cooperates with local government, industry, and community leaders to foster and enhance a favorable attitude toward the Parish School system.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: Contractual agreement with the Board

Reports to: Parish School Board

Supervises: All employees in the school system

Signature of the Superintendent: _____

Signature indicates that the superintendent has reviewed the performance responsibilities and the evaluation instrument for the position.

Superintendent's Printed Name: _____

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Date: _____

Signature of the Board President: _____

Signature indicates the incumbent has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the Board President.

Revised 6/2011