



Superintendent

Reports To: Board of Trustees

SUMMARY

The Superintendent works in conjunction with the Board of Trustees to oversee all public schools and facilities in the district and is responsible for the overall day-to-day administration, operations, fiscal affairs, facility construction and maintenance, district communications, and student academic achievement and progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General:

- Make recommendations and implement Board policies and directives.
- Recommend a comprehensive district plan to meet student achievement expectations.
- Coordinate the operation of the schools, and the supervision and management of the district instructional programs and personnel.
- Provide leadership to the Board, staff, students and community in meeting district expectations.
- Identify needs of the district and report them to the Board.
- Annually, develop a plan for Board consideration to promote involvement of the community, parents/guardians, staff and students in developing expectations for the district.
- Keep the Board aware of local, state and national educational developments and changes.
- Take reasonable steps to avoid causing or allowing conditions, procedures, actions or decisions that are, or have the potential of being, unlawful, unethical, unsafe, disrespectful, undignified or in violation of Board policy.
- Continually upgrade own professional knowledge and qualifications.
- Maintain awareness of statewide and national educational development and report such information to the staff and Board.

Policy:

- Act as advisor to the Board in areas needing policy development or revision as needs of the district or laws and regulations change.
- Draft written policy and provide the Board with necessary data and information.
- Maintain current, up-to-date manual of district policies.

- Implement district policies and assure that the staff, students and community are aware of the intent and importance of those policies.
- Develop and implement rules, regulations and procedures necessary to implement the Board's policies and to appropriately manage the school district.
- Assist the Board to evaluate its' policies.

Meetings:

- Assure compliance with all legal requirements relative to the posting of notices, scheduling of meetings and maintenance of meeting records.
- Identify areas of business which the Board must address and cooperate with the Board chairman in developing the agenda.
- Provide Board members, in advance of the meeting, with sufficient information and data for decision making.
- Carry out the Board's decisions and instructions. Notify staff and students of the Board's actions. Develop plans to follow up on items of concern.
- Refrain from scheduling inappropriate actions in executive session or introducing inappropriate subjects while in executive session.

Instruction:

- Advise the Board on the educational needs of students, the requirements of the State Department of Education and the law.
- Provide leadership to the staff in the continuous development, implementation and evaluation of the instructional program. Recommend additions or changes.
- Recommend accountability and testing programs to the Board. Implement accountability programs appropriate to district performance standards and educational objectives.
- Recommend appropriate graduation standards and methods to measure their attainment.
- With recommendation of the administrative team, assign staff to instructional areas.
- Regularly schedule presentations and reports by staff on various segments of the instructional program.

Personnel:

- Recommend for hire all district employees to the Board.
- Supervise, or cause to be supervised, the work of all employees in the district.
- Serve as the Board's liaison with staff.
- Maintain good working relationships with staff and maintain lines of communication with individual staff members and employee organizations.
- Develop, with the Administrators and staff, a systematic plan for evaluating the performance of all district personnel.
- Ensure that evaluation procedures comply with all legal requirements and reflect principles of good personnel management.
- Document recommendations for retention or dismissal, identify corrective actions taken on proposals and verify compliance with legal requirements and board policy.

Student Services:

- Implement student policies adopted by the Board.

- Recommend appropriate policy and rules to maintain adequate services and appropriate control of students.
- Direct and supervise all student activities, instructional and custodial.
- Develop and implement appropriate safety and health standards and the procedures necessary to assure compliance with board policy, state standard and legal requirements.
- Develop and implement procedures to deal with health and safety emergencies.

Support Services:

- Provide for the proper upkeep of facilities and maintenance of equipment.
- Develop long-range plans for preventive maintenance of buildings, equipment and grounds.
- With recommendation of the administrative team, assign and supervise support staff.
- Establish procedures for public use of buildings, facilities and equipment.
- Recommend transportation policies. Identify transportation routes and needs.
- Supervise the transportation system for the district.
- Recommend to the Board necessary policies to implement the food services program.

Community Relations:

- Inform the community about its' schools.
- Recommend community relations activities.
- Work with parent groups and other organizations. Interpret programs and activities of the district schools to community groups.
- Serve as a liaison with advisory committees.
- Establish a working relationship with the news media. Issue news releases as required.
- Serve as liaison with the community to resolve complaints or grievances and make recommendations to the Board for resolution of complaints that cannot be solved at the administrative level.

QUALIFICATIONS

- **Education:** Master's Degree or higher from an accredited college or university with emphasis in education administration.
- **Language Skills:** Minimum of five years' experience in school administration. Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** A minimum of five years of experience in educational areas related to special education. Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, district staff and members of the community. A strong knowledge of special education rules and regulations. Establish a school climate which will prompt appropriate student behavior. Ability to exercise mature and professional judgment while teaching, dealing with others and working in a dynamic environment. Ability to supervise all levels of district staff. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.

- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an administrative office setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.