

**JOB DESCRIPTION FOR SUPERINTENDENT OF SCHOOLS****A. PRIMARY FUNCTION**

Chief administrative officer for the School District and ex officio member of the School Board. Shall be responsible to the Board for the recruitment and employment of all personnel, for the development of curriculum, administrative rules, regulations and procedures to implement the educational program within the framework of State laws, rulings and regulations of the State Department of Education and the policies of the School Board.

**B. LINE OF AUTHORITY**

Directly responsible to the School Board.

**C. SUPERVISION OF OTHERS**

The Director of Business Affairs, the Director of Personnel and Administration, the Director of Educational Services, the Director of Community Service, and all building-level principals shall be directly responsible to the Superintendent.

**D. AREAS OF RESPONSIBILITY**

In addition to the primary function, the Superintendent shall be responsible for:

1. Serving as the executive administrative officer of the School Board, and shall be charged with the responsibility of interpreting and implementing the policies of the Board. Shall prepare the agenda for each meeting, shall attend all meetings and participate in all deliberations of the Board.
2. Administering the Schools in conformity with the adopted policies of the Board and the rules and regulations of the State Department of Education and in accordance with State statutes.
3. Developing administrative procedures and regulations for implementing Board policies.
4. Recommending employees for appointment, demotion, transfer or dismissal in accordance with State law and the policies and contracts of the School Board.
5. Transferring personnel from one assignment to another without Board approval if no change in rank or if not in violation of adopted personnel policies, but all such transfers shall be reported to the Board.

6. Recommending an annual budget to the School Board prior to July of each year.
7. Making expenditures within the budget subject to the limitations of Board policy and State laws.
8. Investing for the District temporary cash surpluses in accordance with State laws and regulations.
9. Annually examining all expenditure procedures of both District and auxiliary funds and shall report the conditions of such funds to the Board at monthly intervals.
10. Devising and maintaining a system of reports to keep parents informed of the attendance, scholarship, conduct and health of their children.
11. Keeping necessary school records, local, county, state aid and federal reports, personnel records, reports by supervisors, principals, teachers and other employees.
12. Developing a School-Community Relations Program through school publications, newspaper releases and other appropriate media with the objective of providing the School Board, school personnel and community with all possible information on the operation of the school program.
13. Keeping himself/herself and the School Board informed concerning current educational trends by visiting other school districts, attending educational meetings, workshops and conventions.
14. Closing school according to his/her best judgment due to weather, road conditions and other exigencies. The parents and students shall be properly notified.
15. Assisting the School Board on specific problems or in areas as may be delegated.
16. Performing all other acts reasonable and necessary to accomplish their primary function.
17. In addition to these overall responsibilities, the Superintendent shall annually establish a limited number of goals and objectives related to priorities established by the School Board.
18. Representing the district at all appropriate public and private functions

such as business and fraternal groups, meetings of area school districts and cooperative or special education units, the State Department of Education, Minnesota State High School League, and the State Legislature.

19. Performing all other appropriately assigned and related work, delegated or requested, to accomplish the objectives of the total school program.

ADOPTED 11/5/90