

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Superintendent	Administration	School Board
<p>JOB SUMMARY:</p> <p>Responsible for providing leadership to the School Board, District staff, and the community toward the goals and objectives for which the public schools are established. Assist and advise the School Board in the policy making process, organize and direct the instructional, supporting, and administrative staff, make administrative regulations, assign responsibility and is responsible to the School Board for the quality of the school program and the overall operation of the schools.</p>		
<p>QUALIFICATIONS:</p> <p>Masters degree/Specialist’s degree and two related years of experience or a Doctorate in Education Administration; meets requirements for K-12 Minnesota Superintendent License; demonstrates leadership in a variety of educational settings; establishes a commitment to a collaborative style of leadership; engages the community, particularly parents, to solicit input on significant policy and educational issues; and possesses successful experience and vision for strategic growth planning, fiscal management, teaching and learning excellence.</p>		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

- | | | |
|---|--|-----|
| 1 | Provide leadership for District instruction, staff development and curriculum development programs in order to provide the best educational environment, and program for all students; | 20% |
| 2 | Supervise and coordinate the activities of the administrative staff and program coordinators; | 15% |
| 3 | Oversee all financial operations of the District and prepare, present, and recommend the various budgets to the Board; provide financial updates as requested; | 10% |
| 4 | Prepare and present to the Board new or revised policies and staffing, human resource, educational, financial, transportation, maintenance and grounds, community education, and transportation recommendations; maintain internal procedures manuals; | 10% |
| 5 | Institute and update a comprehensive strategic planning process, including short-term and long term planning, District goals, and instructional goals; | 5% |
| 6 | Keep the Board informed of the activities operating under the Board authority and advise and inform the Board about anticipated and existing issues of the District; | 5% |
| 7 | Maintain and improve effective Board/Superintendent relations by periodically reviewing and upgrading performance through joint seminars and training sessions; prepare Board meeting agendas; | 5% |

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

TASK NO.	DESCRIPTION	FREQUENCY
8	Act as a liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School District activities;	5%
9	Participate in contract negotiations, interpret employee proposals and recommend revisions of employee contracts, policies and salary structures to the Board and be responsible for the management of all employee contracts and policies;	3%
10	Oversee and administer the use of all District facilities and property with a maximum of efficiency with the overriding attention to student benefit;	3%
11	Answer questions and respond to concerns of citizens, staff and students and increase understanding of policies and practices;	3%
12	Inform and engage parents and the community in the activities of the school;	3%
13	Establish and maintain good relationships with agencies, organizations and governmental organizations in order to promote the best interest of the District including contact with legislators, other superintendents, local governmental leaders, etc.;	3%
14	Keep abreast of the latest educational trends including technology;	3%
15	Promote communications with the media;	3%
16	Attend meetings, workshops and training sessions as directed;	2%
17	Perform other related duties as assigned.	2%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE