

St. Helens School District 502
Position Description
SUPERINTENDENT, DISTRICT CLERK & CHIEF BUDGET OFFICER

Position Title:	Superintendent, District Clerk & Chief Budget Officer		
Reports To:	St. Helens School Board		
Prepared By:	St. Helens School Board	Date:	Mar. 18, 2002
Approved By:	St. Helens School Board	Adopted:	Mar. 20, 2002

1. Summary:

Under direction of the St. Helens School Board, manages and leads the school district, acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District

2. Qualifications:

- a. Doctorate preferred. Master's degree required with a major work in educational administration or a similar discipline.
- b. Have at least five years administrative experience suitable for this position.
- c. Hold a valid Oregon Superintendent's license.
- d. Unquestionable integrity, honesty, and ethical and moral standards.
- e. Excellent communication skills with an open-minded demeanor.
- f. Strong advocacy for students, staff and community.
- g. Actively participating in the life of the schools and the community.

3. Supervisory Responsibilities:

All district staff

4. Essential Duties and Responsibilities:

The responsibilities of the superintendent shall be, but not limited to the list of responsibilities below. The St. Helens School Board may assign other duties and responsibilities.

- a. Provide executive leadership in developing, implementing, and communicating the mission, vision, and values of the St. Helens School District.
- b. Exhibit and model a multicultural understanding, promoting a school-based climate of tolerance, acceptance and civility.
- c. Successfully build teams and consensus through a collaborative and collegial approach, to foster a positive district culture, inspiring trust and reliability.
- d. Collaborate with the Board Chairman in developing agendas for Board meetings.
- e. Keep the Board informed regarding district issues and the efficiency/effectiveness of Board policy.

- f. Assist the Board in its duty to enact legislation and meet requirements of Oregon law as it pertains to school districts.
- g. Assist the Board in the formulation and revision of policy.
- h. Understand and interpret the role of federal, state and regional governments, policies, and politics and their relationships to local districts and schools.
- i. Utilize data-driven decision-making.
- j. Exhibit sound organizational and personal planning, and time management skills in leading the district.
- k. Delegate responsibilities when appropriate.
- l. Develop curriculum with knowledge of current research and best instructional practices, including the integration of technology to meet all levels of academic and behavioral needs in schools of the 21st century.
- m. Develop staff evaluation, assessment, and supervisory system to improve performance and student outcomes.
- n. Manage financial resources effectively. Acquire, allocate and manage all resources to ensure successful student learning.
- o. Demonstrate budget management including financial forecasting, planning, cash flow management, account auditing, and monitoring.
- p. Establish effective school/community relations, and school/business partnerships.
- q. Effectively mediate and resolve conflicts regarding personnel issues and contract management.
- r. Direct the administration of the adopted budget of the Board, acting at all times in accordance with legal requirements.
- s. Recommend to the Board all appointments of certified personnel.
- t. Represent the schools before the public, maintaining a program of publicity and public contacts designed to improve understanding and morale within the schools, and to keep the public informed of the activities, successes and needs of the schools.
- u. Responsible for the safety and security of all school district property.

5. **Salary:**
Per Contract

6. **Evaluation:**
Evaluation will be in accordance with district policy.

7. **Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or

controls, reach with hands and arms, and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal activities will be office or small meetings, but will include large meetings and community sporting and performance events. The noise level in this position varies. Sound levels will vary from office settings to large sporting events. Automobile travel will occur and may require trips approximating 300 miles per day. Occasional air travel may also occur.