

## **POST FALLS SCHOOL DISTRICT NO. 273**

Series 300: Administration: Superintendent

Policy No. 302.1

Policy Title: Superintendent Job Description

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The Superintendent shall be directly responsible for the administration of the Post Falls School District in accordance with the Idaho Code and shall, in his/her executive capacity, carry out all policies of the Board of Trustees which are in conformity with that code. Specifically his/her responsibilities shall include:

### **Educational Leadership of the District**

- Vision and Strategic Plan: Demonstrates a commitment to and involves all stakeholders in developing a common vision and strategic plan for the district, focused on learning and achievement for all students.
- Continuous Improvement: Ensures the district and each school has goals which are annually developed, implemented, monitored and evaluated.
- Curriculum: Ensures the development, use and evaluation of an exceptional, aligned curriculum based on state standards and focused on learning and achievement for all students.
- Instruction: Oversees the development and implementation of evidence-based instructional practices focused on learning and achievement for all students. Evaluates using data-driven assessment.
- Assessment & Accountability: Utilizes a comprehensive assessment and accountability system and uses the results to improve or eliminate practices or programs. Shares the results with stakeholders in an effective and timely manner.
- Recognition: Celebrates the achievement of students and all who contribute to the education of students.

### **Chief Executive Officer**

- Budget: Recommends, monitors and reports a budget based on the district's vision and strategic plan.
- Policies & Procedures: Oversees the review, recommendation and implementation of policies and procedures consistent with the law and district's vision and strategic plan.
- Facilities & Safety: Oversees facilities management and ensures a safe and appropriate environment for students and staff.
- Board Relations: Values the board/superintendent relationship. Communicates regularly with the board.
- Promotes Board Development: Encourages a high-functioning board through professional development; seeks and communicates educational opportunities.

### **Staff Management/Relations**

- Recruitment: Ensures the recruitment and retention of a highly qualified and diverse staff for all positions.
- Personnel Accountability: Utilizes a system to address personnel issues with consistency, fairness and discretion. Holds district personnel accountable.
- Professional Development: Ensures professional development supports the strategic plan and improves student achievement.
- Staff Communications & Relations: Informs staff and district leadership of important matters. Delegates appropriate responsibility to staff within their job descriptions. Visits schools and classrooms.

- Evaluations: Utilizes evaluations as a tool to enhance teaching and improve student achievement. Ensures process meets Idaho Code.

### **Community Relations**

- Partnerships: Encourages partnerships with the community to support high achievement for all students.
- Communication: Provides clear, concise and multi-faceted communication about the district.
- Leadership: Provides leadership on educational issues and advocates on behalf of students and public education at the local, state and federal levels.

Date of Adoption: 12/12/94

Amended: 7/10/2023

Reviewed: 2007, 2021, 2023