

## **Qualification/Powers and Responsibilities of Superintendent** (Job Description)

**TITLE:** Superintendent of schools

### **QUALIFICATIONS:**

1. Valid Colorado administrative license/certificate
2. At least three years of experience in teaching and in the administration of schools
3. Be an established educational leader in the profession
4. Meet the requirements set forth in Regulation 4.90 of the policies, regulations and criteria of the North Central Association of Colleges and Secondary Schools

**REPORTS TO:** Board of Education

**SUPERVISES:** Directly or indirectly all employees of the district

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

### **PERFORMANCE RESPONSIBILITIES:**

The superintendent shall be the chief executive officer of the Board of Education for the management of the schools. He shall have complete administrative responsibility for the school system and, in accordance with these duties, shall be responsible for the efficient operation of the entire school system. He shall attend all meetings of the Board and have the privilege of taking part in its deliberations except when his own salary or reappointment is being considered.

The superintendent shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

### **1. Operations.**

The superintendent shall:

- a. Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate authority, but he may not delegate nor relinquish his ultimate responsibility for results of any portion of his accountability.
- b. Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district found in the district's five-year plan and the yearly building goals and objectives.
- c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district.
- d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
- e. Report to the Board the progress and status of the programs and activities of the school district.
- f. Collect data from the Board, teachers and others and coordinate and evaluate activities necessary for formulation of policies, regulations, plans and programs.
- g. Refer to the Board cases in which his judgment is not accepted by parties involved.
- h. Recommend to the Board for its approval educational programs and materials to be used as developed by the superintendent with the aid of the professional staff.
- i. Keep the Board informed on the status and conditions of the schools.
- j. Prepare all county, state and federal government reports and surveys in a timely fashion as required by county, state and federal law.
- k. Direct the maintenance and upkeep of the district's facilities and grounds. This shall be accomplished through a working relationship with the district's principals and custodians with the superintendent responsible for employing outside contractors to fulfill items of repair and maintenance that cannot be accomplished by district personnel.
- l. Maintain, revise and formulate district policy when deemed necessary and advisable. This shall be done in conjunction with the district's EM/A Team and elected Board of Education. It is the superintendent's responsibility to advise and assist the Board in every way possible to maintain, review, revise, adopt and delete policies as necessary to maintain a viable, up-to-date Board policy manual.

## **2. Organization.**

The superintendent shall:

- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
- b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.
- c. Recommend policies on administration, organization, curriculum, instruction, school plant, personnel management and other functions of the school program.
- d. Conduct a continuous study and appraisal of the development and needs of the schools and keep the public informed concerning the program and its needs.
- e. Maintain and coordinate the district's administrative team concept and practice. Schedule all administrative team meetings, formulate the agenda for each meeting and act as chairman for each meeting.

### **3. Personnel.**

The superintendent shall:

- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
- b. Insure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
- c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
- d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
- e. Recommend salary increases and salary adjustments for all personnel.
- f. Develop and recommend to the Board job classifications for all new positions
- g. Administer the district's personnel performance assessment program of staff evaluation.
- h. Serve as the district's chief negotiator in establishing rates of compensation and fringe benefits for all professional and support personnel. This shall include formulation of recommendations for Board action on an annual basis.

### **4. Finances.**

The superintendent shall:

- a. Direct the development of the annual budget of the school district and recommend

it to the Board for approval not less than 30 days prior to the beginning of the fiscal year.

- b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
- c. Provide for the overall management of the school district's financial activities and take appropriate action to insure that expenses are kept within the approved budgetary limits of the school district. Administer policies, schedules, procedures, accounting techniques and other financial or administrative controls established by the Board.
- d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
- e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.
- f. Record and file business and property records as well as personnel, school and scholastic records.
- g. Report and interpret Board policies and regulations to the school staff and to the community.
- h. Keep an annual inventory of all facilities and equipment.
- i. Keep the Board informed of financial conditions by submitting monthly statements of the budget accounts showing the amount budgeted, amount spent that month, total spent to date and the budget balance.
- j. Act as the district's purchasing agent in formulation and maintenance of a prescribed system of processing requisitions from staff members for materials, supplies and services including the ordering, processing and payment for such items in accord with the Board-adopted budget for the fiscal year relative to the needs of the district in all areas of school district operation.

## **5. Relationships.**

The superintendent shall:

- a. Act as executive officer for the Board.
- b. Act as professional adviser to the Board.
- c. Attend meetings of the Board with the right to comment on all issues.
- d. Plan and formulate the agenda and all supporting materials, supplies and personnel for all regular and special meetings of the district's Educational Management/ Accountability (EM/A) Team-Board of Education.
- e. Participate in the affairs of local, state and national professional organizations.

- f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
- g. Maintain a cooperative working relationship between the schools and the community and community agencies.
- h. Be responsible for district public relations and communication of district happenings to the patrons of the school district and individuals outside the school district. Such a program shall involve publishing a monthly or bimonthly district newsletter to be distributed to all district patrons.
- i. Continue the suspension of students who are guilty of gross misconduct or insubordination to school organizations, policies or regulations, in accordance with law.
- j. Transmit appropriate and pertinent communications from the Board to employees and from employees to the Board.
- k. Keep school employees aware of the policies and regulations of the district and inform them of new instruments of control as they are enacted by Board action.
- l. Assume responsibility for the administration of accounting procedures.
- m. Visit classrooms no less than two days per month.
- n. Recommend changes in operation, policy and regulations deemed necessary for the efficiency and morale of the staff.
- o. Be responsible for educational programming, acting as the district's coordinator of curriculum articulation and staff development.
- p. Be responsible for conducting the biennial Board of Education election, if delegated to do so by the secretary of the Board.
- q. Coordinate short-, medium- and long-range planning process and program in relation to the Board, EM/A Team, building level administrators, professional and support staff, district patrons and students designed to encompass all areas of school district operations.

Adopted March 18, 1987

Revised to conform with practice: date of manual adoption

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