

Code: **CBA**
Adopted: June 24, 2006
Revised: Feb 24, 2021

Qualifications, Duties and Job Description of the Superintendent

DEFINITION:

Under the direction of the Board of Trustees, provide leadership and executive direction to the personnel, programs, activities and operations of the district; assure compliance with established goals, objectives, and legal requirements concerning District administration and instruction; serve as chief executive officer to the Board and act as the Board's agent in implementing the District's Strategic Plan, policies, and directives. The Superintendent supervises directly, or indirectly, all employees of the school district.

Job Description

Job Title: Superintendent

Reports To: Board of Trustees

Position: 12 months, Exempt

SUPERVISION RECEIVED:

Work is performed under the direction of the Board of Trustees. The employee is expected to exercise initiative and judgment in planning and organizing work, completing assignments and handling routine and unusual problems. Work is reviewed through conferences and reports for results achieved. The Board of Trustees shall evaluate the Superintendent's performance at least annually.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position is considered a mandatory reporter per NRS. 432B.220 and as the executive agent of board of trustees will ensure all district staff will receive annual training on mandatory reporting.

Administer District programs, activities, and operations in accordance with Federal law, State Education Code requirements, Nevada Revised Statutes, District Board policies, MCSD collective bargaining agreements, and rules and regulations of the State Board of Education.

Direct the preparation of agendas for Board meetings in consultation with Board President that comply with the Nevada Open Meeting Law; attend all meetings; participate in deliberations; provide necessary information to Board members in a timely manner so that they may make informed decisions.

Provide educational leadership to the Board, school staff and community and advise the Board regarding desirable courses of action. Regularly review and advise the Board on the need for new and/or revised policies and administrative regulations and see that all policies and administrative regulations of the Board are current and implemented.

Provide leadership in the continuous improvement of curriculum, instruction, assessment and student achievement and supervision of the general conduct of the schools, the course of instruction, the management of teachers, confidential and classified staff, the discipline of pupils, and the management of business affairs.

Visit school sites, supervise school principals, and provide leadership in the continuous development, evaluation, and revision of the instructional program to comply with legal requirements. The superintendent shall recommend additions or changes in the instructional program as necessary to improve student achievement and is expected to model effective instructional practices when presenting to school/community groups.

Develop organizational and management practices as applied to the assessment and evaluation of site administrators, teachers, confidential and classified staff performance, human relations, conflict resolution, communications, leadership, organizational theory, and commitment.

Ensure the implementation of the district recruitment and retention plan and advocate for funding for this effort to recruit and retain highly qualified staff.

Assign, promote and transfer employees as the interest of the District may dictate in conformance with District policy, collective bargaining agreements, and State and Federal law.

Provide for a professional development plan that includes all staff, including confidential, certified, classified and administrative staff and regularly evaluate and revise instructional programs based on data to comply with the stated goals and objectives of the Board and legal requirements.

Manage the District's financial and business operations in accordance with the state of Nevada budgeting policies and procedures; analyze the proposed budget and submit to the Board for adoption; assure consistency with instructional programming; administer the approved budget and assure appropriate fiscal accountability.

Take leadership with the Board in attending school sponsored events when not in conflict with administrative duties, and promoting constructive relations between the District and the community; act as the community liaison between the community and the Board.

Work effectively with administrators and supervisors to build and maintain an effective leadership team to promote a positive culture, which ensures a safe and respectful learning environment for all stakeholders.

Ensure that child welfare and education are the forefront of all decisions within the district.

Represent the school and district before the public and maintain, through cooperative leadership, both within and without the schools, a program of public relations and publicity in order to keep the public informed as to the activities, needs and successes of the schools.

Establish and maintain contact with media representatives, community groups, legal counsel, parent and civic organizations, local agencies, and others; provide information, receive input, and serve as liaison between the community and the Board; represent the District at social and civic functions; promote a positive image of the District to the community and elicit community support and involvement.

Directs and administers, through subordinates, the supporting business services of the school system in an efficient and economical manner, including: budgeting, accounting and purchasing services, payroll, school meal programs, transportation, facility construction and renovation, and other general school business activities.

Responds to employee grievances or problems in accordance with applicable board policies, collective bargaining agreements, and/or state/federal laws and regulations.

Other duties as assigned by the Board.

SUPERVISORY RESPONSIBILITIES:

Directly supervises administrative and supervisory employees, Central Office employees and indirectly supervises all other employees of the District. Carries out supervisory responsibilities in accordance with the organization's policies, negotiated agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; acknowledging, rewarding and disciplining employees; addressing complaints and resolving problems

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Progressively responsible and successful administrative experience in public school administration supplemented by five (5) years successful classroom teaching experience and five (5) years successful administrative experience in an educational environment; Master's Degree in Educational Leadership and administration, instruction, school finance, and law, or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the job as listed in essential duties and responsibilities.

SPECIAL REQUIREMENTS:

Must possess or obtain a valid Nevada elementary or secondary license and an Administrator Endorsement Issued by the Nevada Department of Education. Possession of or ability to obtain a valid Nevada Driver's License.

CONDITIONS OF WORK:

Be available on-call 24 hours a day/7 days per week or have a district office administrator designee available.

LANGUAGE SKILLS:

Ability to read, write and interpret documents such as common scientific and technical journals, financial reports, legal documents, Specifications of work, and procedure manuals. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to read, write and verbal express routine reports and correspondence. Ability to write speeches and articles for publication. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to speak effectively before groups of employees.

PUBLIC ACCOUNTING AND BUDGETING:

Must have public accounting, fiduciary, and budgeting skills essential Superintendent.

TECHNOLOGY SKILLS:

Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Should be proficient with Microsoft Office products including Microsoft Word, Excel, PowerPoint, and Outlook.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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 occasionally required to sit; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

END OF POLICY

Legal Reference(s):