

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Specialist Degree in Educational Administration from a recognized institution of higher learning
2. Three years of previous administrative and/or supervisory experience
3. Superintendent's Certificate granted by the State Department of Education

REPORTS TO: Board of Education

JOB GOAL: To provide effective leadership to the educational unit as a whole in order to provide an educational environment for children of the District which will foster and accelerate their intellectual, physical, social and career development.

PERFORMANCE RESPONSIBILITIES:

1. Acts as executive officer of the Board of Education.
2. Is charged with the administration and supervision of the school system, and to be the professional leader of the faculty.
3. Exercises general supervision of all departments and employees (certificated/non-certificated).
4. Recommends all employees for election or dismissal.
5. Acts as purchasing agent for the Board of Education under an annually adopted budget; reports such purchases and payments to the Board of Education at the regular meeting.
6. Supervises all financial records according to the Missouri Uniform Financial Accounting System.
7. Supervises the preparation of all reports required by the State Department of Education, county offices and federal agencies.
8. Prepares the educational and financial budgets for approval of the Board of Education.
9. Prepares the salary schedule to be approved by the Board of Education.
10. Performs all other duties pertaining to the efficient operation of the schools under such policies as the Board may determine.
11. Administers the sick leave plan and salary schedule as approved by the Board of Education.
12. Supervises the preparation of a curriculum, offering as many courses as possible to meet the needs of the student and community, within the District's financial ability.
13. Assumes responsibility for the preparation of such building programs as may be necessary.
14. Attends all Board meetings.
15. Accepts responsibility for any such duties that are delegated to other employees for their accuracy of operation or report.

PHYSICAL DEMANDS: Must be able to sit for long periods of time and be mobile between school buildings.

TERMS OF EMPLOYMENT: Elected for a term not to exceed two (2) years at a January meeting of the Board of Education; employed on a twelve-month basis with vacation time or absence for school purpose as agreed upon by the Board of Education.

TYPE OF POSITION: Exempt

EVALUATIONS: Evaluated annually by the Board of Education

APPROVED BY SCHOOL BOARD: February 21,2019