



---

## JOB DESCRIPTION

**TITLE:** Superintendent of Schools

**QUALIFICATIONS:**

1. Colorado (CDE) Administrator Endorsement
2. 27J Organizational Senior Leadership Experience

**REPORTS TO:** Board of Education

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

**JOB GOAL:** To lead the 27J mission to achieve the 27J Board of Education's global ends.

**PERFORMANCE RESPONSIBILITIES:**

The superintendent shall provide overall direction to all activities & resources of the school district and its personnel toward the accomplishment of the Board's global ends; and, ensure general direction and individual decisions align with the management limitations outlined in the Board's governing policies:

1. The Superintendent will not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics and practices.
2. With respect to interactions with students, and the public, the Superintendent will not cause or allow conditions or procedures that are unclear, unfair, unsafe, untimely, undignified or unnecessarily intrusive.
3. With respect to the treatment of faculty, staff and volunteers, the Superintendent will not cause or allow conditions that are unclear, unfair, unsafe, untimely, undignified or unnecessarily intrusive.
4. With respect to financial condition and activities, the Superintendent will not cause or allow the development of fiscal jeopardy, or a material deviation of actual expenditures from the Board's Goals priorities.
5. The Superintendent will not cause or allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked.
6. Financial planning for any fiscal year or the remaining part of any fiscal year will not deviate materially from the Board's Goals priorities, risk financial jeopardy, or fail to be

- derived from a multi-year plan.
7. The Superintendent will not cause or allow jeopardy to the organization's fiscal integrity or public image when dealing with employment, compensation and benefits for employees, consultants or contractors.
  8. In order to protect the Board from sudden loss of Superintendent services, the Superintendent will have no fewer than two other members of the management team sufficiently familiar with Board and Superintendent issues and processes for either to take over with reasonable proficiency as an interim successor.
  9. The Superintendent will not cause or allow the Board to be uninformed or unsupported in its work.
  10. The superintendent shall not allow charter school contract applications to be recommended and shall not allow existing charter school contracts to continue if fiscal jeopardy or failure to make consistent progress towards their stated objectives is a likely outcome or is evident. In addition, the superintendent shall not allow existing charter schools to operate in a manner that would jeopardize the learning or wellbeing of their students; such as any condition or procedure that are unclear, unfair, unsafe, untimely, undignified or unnecessarily intrusive.



---

## POSTING, QUALIFICATIONS, AND APPLICATION MATERIALS

**Posting Location:** 27J Applicant Tracking

**Posting Message:**

Internal 27J Staff Only

Superintendent

27J is seeking a school district superintendent to lead the 27J mission to achieve the 27J Board of Education's global ends.

**Qualifications:**

1. Colorado administrator license
2. Current 27J senior leader
3. Leadership experience

Reports to the 27J Board of Education

**Responsibilities:** The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of the Board's global ends; and, ensure direction and decisions align with the management limitations outlined in the Board's policies, district's standing in all its internal and external relationships.

**Required Application Materials:**

1. Resume
2. A letter of Interest:
  - a. Explain why you are seeking this position and why 27J.
  - b. Describe your qualifications for this position.
  - c. Describe your reasons for seeking this position.
  - d. Describe your experiences that will shape how you will fulfill this position.

3. Three letters of reference:
  - a. A previous supervisor.
  - b. A colleague in area outside of your chain of command.
  - c. A staff member who you have supervised.
  
4. A document that includes at least three professional references who can speak to your experience and character.

Timeline:

Open January 26, 2022 @4pm

Close February 2, 2022 @4pm



---

## SUPERINTENDENT SEARCH TIMELINE

### TIMELINE:

#### January 25 - BOE Meeting:

- Determine & Direct Posting Procedure
- Determine & Approve Qualifications
- Determine & Approve Application Materials
- Determine & Approve Timeline
- Determine Community Forum Format & Timing

**January 26 - Feb 2: Posting the position on Applicant Tracking for 5 Business Days.**

**February 3: Candidate(s) Application Materials sent to the BOE.**

#### February 8: BOE Meeting (Executive Session)

- Consider Candidate(s) Application Materials. Applicant(s) may be invited into Executive Session for review of application materials.

#### February 8: BOE Meeting

- Consider & Formally Name the Finalist(s)

**March 1: Special Meeting - Community Engagement Meeting with the Finalist(s).**

**Contract Negotiations: Finalist, BOE President & BOE Vice President**

**March 8 - BOE Meeting: (1) Contract Consideration; (2) Appointment of the Superintendent.**

---