

**PLATTSMOUTH COMMUNITY SCHOOLS
SUPERINTENDENT JOB DESCRIPTION**

REQUIREMENTS:

- A. Education Level: M.A. or higher preferred. Must qualify for Nebraska Administrative and Supervisory Certificate.
- B. Certification: Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with a Superintendent endorsement and such other endorsements as required by NDE Rule 10.
- C. Experience Desired: Prior experience as a Superintendent preferred.
- D. Other Requirements: Must have ability to work effectively with professional staff to provide leadership in a creative learning climate.

REPORTS TO: Board of Education

OVERTIME: Exempt
Administrative Exemption: The Superintendent has the primary duty of performing administrative functions directly related to academic instruction or training.
Executive Exemption: The primary duty of the Superintendent is the management of the school district. The Superintendent customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees, or the Superintendent's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.

1. EDUCATIONAL LEADERSHIP

- a) Administers the development and maintenance of an educational program designed to meet the needs of the community and to carry out policies of the Board of Education.
- b) Oversees the setting of educational goals for the district both annually and over a long-range period.
- c) Conducts a continuous evaluation of the development and needs of the school system, utilizing community, staff, and student input.
- d) Evaluates all administrative personnel, in writing, on an annual basis.
- e) Attends state, regional, and national conferences pertaining to the Superintendent's duties, upon approval by the Board.
- f) Initiates policy considerations to cover situations requiring discretionary action when the Superintendent feels the circumstances necessitate a policy.
- g) Is alert to advances and improvements in the educational process.

2. STAFF RELATIONS

- a) Provides the number and type of positions needed for the effective operation of the schools.
- b) Nominates for appointment, assigns, and defines the duties of all personnel, subject to the approval of the Board.
- c) Strives to create good morale among staff members.
- d) Deals with personnel matters on an impartial basis.
- e) Recommends the dismissal of staff members for just cause.

3. COMMUNITY LEADERSHIP

- a) Assumes a major responsibility for maintaining good human relationships among students, teachers, administrators, Board members, parents, and the general public. The Superintendent shall serve as a unifying force within the school district, striving at every opportunity to reconcile divergent viewpoints on behalf of what is best for students and what is best for public education.
- b) Generates and coordinates effective public relations for the school system.
- c) Serves as the educational spokesperson for the district in all matters, stressing the positive attributes of the district and the need for continued support for education.
- d) Establishes and maintains a sound working relationship with the news media, utilizing public service opportunities for the betterment of education within the community.
- e) Maintains, in all departments and schools, a continuous study of the problems of the school as a basis for their being remediated.

4. WORKING RELATIONSHIP WITH THE BOARD OF EDUCATION

- a) Keeps the Board informed, by frequent reporting, on the progress and conditions of the school and is in continuous contact with the president of the Board of Education.
- b) Attends and participates in all meetings of the Board except when the Superintendent's own position, salary, or tenure may be under consideration.
- c) Prepares for each member of the Board, before each Board meeting, an agenda listing items to be considered.
- d) Develops the necessary rules and regulations to effectively carry out Board policy. Also, takes care of all other administrative duties not specifically covered in Board policy.
- e) Offers professional guidance, recommendations or assistance, when appropriate, when the Board is making decisions.

5. FINANCIAL DIRECTION

- a) Supervises the preparation of the annual budget and recommends it to the Board at its regular meeting for budget approval, and supervises preparation for the public hearing on the budget in accordance with Nebraska statutes.
- b) Directs the formulation of, or the revision of, salary schedules as a result of negotiations and makes such recommendations to the Board.

6. MANAGEMENT OF FACILITIES GROUNDS AND EQUIPMENT

- a) Serves as custodian of all property, real or personal, owned, leased or borrowed by the district; and lends, exchanges, transmits or receives such property only in accordance with approval of the Board.
- b) Assembles data for the recommended building program and acts as educational advisor to the architect in the preparation of all plans and specifications for the construction of all new buildings or modifications of existing buildings.
- c) Recommends boundaries, and changes in boundaries, for the schools within the district.

7. PERSONAL QUALITIES

- a) Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- b) Demonstrates his/her ability to work well with individuals and groups.
- c) Possesses and maintains the health and energy necessary to meet the responsibility of his/her position.
- d) Speaks well in front of large and small groups, expressing his/her ideas in a logical, forthright, and professional manner.
- e) Maintains his/her professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting other Superintendents.

Date of Adoption: January 9, 2006

Reviewed: Mar. 12, 2007, Dec. 8, 2008, Dec. 14, 2009, Dec. 13, 2010, Nov. 14, 2011

Dec. 10, 2012, Dec. 9, 2013, Dec. 8, 2014, Dec. 14, 2015, Dec. 12, 2016, Dec. 11, 2017, Dec. 10, 2018, Feb. 10, 2020, Feb. 8, 2021, Jan. 10, 2022, Jan. 9, 2023, Feb. 12, 2024