

## **JOB DESCRIPTION**

**TITLE:** Superintendent of Schools

**CLASSIFICATION:** Certificated or Classified

**REPORTS TO:** Board of Trustees

**DESCRIPTION:**

To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present, over-riding awareness of and concern for their impact upon each individual student's education.

**PERFORMANCE RESPONSIBILITIES:**

\* Administering, developing, and maintaining, as chief school executive, a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.

Conferring periodically with professional and lay groups concerning the school program, and transmitting to the Board suggestions gained from such conference.

Conducting a continuous evaluation of the progress and needs of the schools and keeping the public informed.

Serving as secretary to the Board.

Preparing and submitting to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports that will aid the Board as are needed to insure the making of informed decisions.

Informing and advising the Board about the programs, practices, and problems of the schools, and keeping the Board informed of the activities operating under the Board's authority.

\* Holding meetings with teachers and other employees to discuss matters concerning the improvement and welfare of the schools.

- \* Keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
- \* Delegating, when appropriate, responsibilities and duties of the position to other employees of the Board without relinquishing accountability for actions taken under such delegation.
- \* Keeping informed of modern educational thought and practices through advanced study, visiting school systems, attending educational conferences, and by other appropriate means.
- \* Maintaining personnel records, pupil accounting records, business, and other records which are required by law and Board policy.
- \* Representing the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
- \* Ensuring the compliance of all constitutional or statutory laws, state and charter regulations, and Board policies.
- \* Coordinating the work of administrative staff members, and providing counseling and motivation and fostering an esprit de corps.
- \* Representing the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
- \* Directing and planning school organization, attendance area boundaries, and school plant requirements.
- \* Overseeing the processing and submission of required reports.
- \* Exercising leadership in the development and execution of the school-community relations program.
- \* Assuming responsibility for the overall financial planning of the district and preparing the annual budgets for review and approval by the Board.
- \* Performing other tasks and duties as assigned by the Board.

**TERMS OF EMPLOYMENT:**

225 days of service. Salary to be negotiated with the Board.

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