



GENERAL INFORMATION

<i>TITLE</i>	Superintendent of Schools
<i>DEPARTMENT</i>	Administration
<i>LICENSURE</i>	Professional Educator License (PEL)
<i>ENDORSEMENT</i>	Superintendent
<i>CLASSIFICATION</i>	Certified
<i>FLSA STATUS</i>	Exempt
<i>REPORTS TO</i>	Board of Education
<i>SUPERVISORY RESPONSIBILITIES</i>	The District
<i>PRIOR EXPERIENCE</i>	Minimum of eight years of progressively responsible experience in education, educational administration, or related field which includes three years of experience working in an educational leadership position at the district level.
<i>EVALUATION</i>	Evaluated by the Board of Education using the agreed upon evaluation tool. This includes formal observation of job performance, inclusion of informal observation data, an artifact file, and other sources of data. The evaluation cycle for the Superintendent of Schools shall be one school year.

JOB GOAL

Under general supervision, the Principal leads the organization, safety, supervision and educational leadership of the school. The primary responsibility of the principal is to improve instruction and spend a majority of time on curriculum and staff development (105 ILCS 5/10-21.4a).

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Manage all aspects of the District’s educational and instructional programs; financial and business services; personnel and staff relations; operation, maintenance and utilization of all facilities; information and technology services; long-term capital needs; and community relations.
- Develop both long- and short- range educational objectives for the improvement and growth of the district programs and educational activities to meet the needs and desires of the community.
- Manage the overall educational process and administrative procedures and controls necessary to implement the educational programs for achieving the district’s educational objectives. Manage the evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in the educational programs or activities against the District’s stated objectives.
- Direct the development of the annual budget of the school district. Review and recommend programs and supporting data for including funds in annual budget. Supervises the selection and purchase of materials, supplies, equipment and furniture necessary to support the instructional program. Oversee management of the District’s financial activities and insure that expenses are within approved budgetary limits.
- Report to the Board of Education the progress and status of district programs and activities. Inform the Board on all matters of major importance or significance to the activities, programs, and progress of the district. Discuss emerging educational and district issues with the Board on a regular basis.
- Maintain cooperative working relationship between the schools, the community, and community agencies. Serve as a representative of the school system and the community at meetings on the local, state, and national level.
- Develop and recommend policies and programs for personnel recruitment, selection and retention; employee relations; employee benefits and services; employee safety; personnel evaluation and salary administration for the District. Ensure the establishment of effective supervisory and evaluation procedures for all personnel. Recommend proposed revisions to the organization of the management structure including establishing, eliminating, or revising administrative positions. Monitor and guide the progress of negotiations with bargaining units.
- Act as a chief executive officer to the Board of Education and attend all meetings. Prepare Board agendas in consultation with the Board of Education President. Advise and assist the Board in the policy-making process. Supervise the keeping of records of Board proceedings in a form to facilitate their use. Facilitate the development of monthly or annual reports as requested by the Board and obtain legal and other research necessary to support Board governance. Regularly communicates

with the Board on issues related to the IASB, ISBE, the General Assembly, or other organizations as they pertain to the priorities of the District. Provides inservice and orientation of new Board Members to their role and the organization/procedures of the Board.

- Provides for staff and administrative inservice education and participation in relevant workshops, share information about effective teaching practices, and encourage staff to try out new teaching methods, to aid in the improvement of instruction. Supervises the curriculum review process, including the identification of learner outcomes, the review and approval of curriculum materials, course development, and the organization of curriculum in order to promote achievement of learner outcomes.
- Oversees the maintenance, repair, and remodeling of school facilities. Supervises a planned, preventative maintenance program for buildings and grounds.
- Monitor and interpret for the Board of Education and community the progress and status of expenditures in relation to budgetary limits and provide for monthly interpretation of the financial activity and status of the District. Supervises the preparation of short and long range financial projections.
- Supervises the preparation of annual School Improvement Plans and monitor their accomplishment. Supervises the establishment, operation, and scheduling of building and District committees and other activities to ensure appropriate coordination and articulation in the delivery of the educational program.
- Attends conventions and conferences as are necessary to keep informed of the most current and impactful educational programs, systems, and services. Represents District 109 in organizations and activities involving other school districts, multi-district cooperatives, units of government, and other outside organizations and agencies.
- Establishes and maintains a program of public information that will keep the public well informed of the activities, accomplishments, and needs of the schools, effecting an informed and cooperative working relationship between the schools and the community. Establishes and maintains appropriate linkages between the School District and various segments of the community, including business, industry, other units of government, community organizations and agencies, and individual citizens, in a manner that both encourages and guides their cooperation, involvement and support. Encourages the cooperation, involvement and support of parents in the education of their child(ren) through such means as dissemination of handbooks and other written or digital information; communication with parents through such means as classroom newsletters, phone calls, conferences, email or social media; encouraging at-home activities that enhance and reinforce learning; and providing opportunities for parent education.
- Hire, evaluate, mentor, and develop subordinate personnel under his/her direct supervision.
- Perform other duties as assigned by the Board or otherwise.

MENTAL DEMANDS

Technical Skills, Knowledge, and Abilities

- Advanced oral and written communication.
- English language skills.
- Strategic and visionary skills with sound technical and analytical abilities.
- Serve as a model of a technology competent user.
- Promote digital citizenship and responsibility.
- Advanced interpersonal skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Advanced leadership, management, problem solving, collaboration, and team-building skills.
- Advanced time management, organizational, multi-tasking skills.
- Advanced data analysis and forecasting skills necessary for short and long range planning.
- Advanced knowledge of curriculum and instruction programs, practices, laws, policies, procedures, and guidelines.
- Ability to develop, evaluate, and manage budgets.
- Serve as an advocate for District 109 and public education inside and outside the community.
- Ability to maintain confidentiality in all aspects of the job.
- Treats others with respect, works with integrity and ethics, and demonstrates teamwork skills.
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate authority.

Education/Preparation

The employee shall possess the minimum of a Master's degree in educational administration or equivalent but an advanced preparation degree in educational administration beyond a Master's degree is strongly preferred.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional materials. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and assistive technology. While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, LMC, busses, and traffic coordination both before and after school.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

REVIEWED/REVISED

- December 13, 2017