

SUBJECT: DUTIES OF THE SUPERINTENDENT OF SCHOOLS (Cont'd.)**Facilities Management**

- a) To supervise operations, maintenance, alterations and repair to buildings and grounds, insisting on competent and efficient performance.
- b) To evaluate plant needs and recommend to the Board improvements, alterations and changes in the buildings and equipment of the District.

Community Relations

- a) To supervise the public relations activities of the District. He/she shall keep the public informed about the policies, practices, and problems in the District's schools, and provide leadership in changing attitudes and practices for the future. He/she shall develop friendly and cooperative relationships with the news media.
- b) To establish and maintain an effective working relationship with all segments of the community: parent-teacher organizations, local and state government, other school systems, institutions, agencies, civic organizations, and the general public. He/she shall solicit and give attention to problems and opinions of all groups and individuals.

Personal Qualities and Growth

- a) To demonstrate outstanding qualities of leadership with ability to delegate authority and responsibility effectively and to hold subordinates accountable.
- b) To exhibit good judgment, common sense and perception.
- c) To exhibit the ability to face controversy, remain true to convictions and to live with a high-pressure job.
- d) To speak well before large and small groups, expressing ideas in a logical and forthright manner.
- e) To maintain professional development by reading and course work, attending conferences, working on professional committees, visiting other districts, and meeting with other Superintendents.

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