

SEDALIA SCHOOL DISTRICT #200

Job Title: Superintendent

Job Overview

- Salary schedule as agreed by the Board of Education
- Employed for a period of one year and not to exceed three years
- Reviewed annually and recommended for reemployment determined by Board of Education at regular January meeting
- Reports to the Board of Education

Qualifications

- Specialist's Degree in Educational Administration
- Superintendent Certification by the State of Missouri
- Five years previous administrative and/or supervisory experience
- Ability to work effectively with personnel as individuals and in groups
- Demonstrate poise, leadership, initiative, vitality and high purpose essential to success as an educator
- Ability to agreeably communicate verbally and in written communications with the various school publics
- Knowledgeable concerning the organization, course of study, methods of instruction, expenditures, etc. for public education in other cities

Other Working Conditions

- Superintendent shall have until the regular February meeting to accept contractual offer for reemployment
- Attend all regular, adjourned and special meetings of the Board except when the election, tenure, efficiency or salary of the Superintendent is being considered
- Attend meetings of the committees of the Board as requested
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays. Spend the necessary time required to fulfill the duties of the position
- Attend or send personnel to appropriate professional meetings at the local, state and national level

Responsibilities and Duties

- Executive officer for the Board of Education
- Initiate and recommend revised policies for the district
- Administer all policies, rules and regulations adopted by the Board of Education. Duties may be delegated, but the Superintendent can never delegate from him or himself the final responsibility for actions of colleagues
- Supervises the management of the financial affairs of the district
- Assumes responsibility for budget development and long-range financial planning
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions
- Supervises all accounting operations
- Supervises the collection, safekeeping and distribution of all funds
- Manages the district's real estate and insurance programs
- Supervises the district's purchasing and business services
- Arranges for the internal auditing of school accounts
- Administers a budget control system for the district
- Maintains all district inventories

- Interprets the financial concerns of the district to the community
- Coordinate with the Central Office personnel in the preparation and presentation of the annual budget for consideration in preliminary form at the regular June board meeting, and in final form by September 1. Administer the budget after final adoption
- Coordinate and assume responsibility for United Way; oversee other fundraising events
- Supervise the walk-through process across the District
- Supervise all salary negotiation
- Prepare and attend community meetings
- Coordinate with the Assistant Superintendent the maintenance of sites and all physical facilities
- Coordinate with the Assistant Superintendent the nomination of personnel candidates to the Board of Education for final decision concerning employment, termination, assignment and/or re-assignment
- Supervises the district's program evaluations and school improvement initiatives
- Administers evaluation of progress and achievement of staff members and students
- Evaluate in writing all administrators in terms of reemployment, assignment, salary and working conditions and deliver these recommendations to the Board of Education at the regular February meeting
- Authority to temporarily assign, suspend or reinstate employees or pupils. Report such administrative actions to the Board of Education for their study and consideration prior to the meeting date
- Inform the Board of Education concerning all aspects of the school program
- Visit the district's professional learning communities as often as possible
- Function in an open, professional manner in all contacts with the Board of Education and the various school publics whom are served
- Function with the Board of Education as a whole rather than with the individual members
- Decide all matters of administration or supervision that is not provided for in the Board of Education Policy Manual, at least on a temporary basis, until a policy can be adopted by the Board of Education

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.