

## Job Description

<b>Position Title</b>	<b>Superintendent of Schools</b>		
<b>Building</b>	District	<b>Department</b>	Administration
<b>Hours</b>	Salaried	<b>Supervisor</b>	School Board
<b>Band and Grade</b>	E-83	<b>Tools and Equipment</b>	Computer, laptop, iPad, applicable software, phone, copy machine

<b>Primary Function</b>	Serves as the Chief Executive Officer of the School District. Directs and oversees the entire programs and operations of the District. Provides direct supervision to building principals and other administrators of the District. Responsible for advising and implementing the directives, goals, and objectives of the District and School Board. Responsible for evaluating all administrators and other select employees.
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<b>Essential Duties</b>	
<b>1</b>	Oversees the development and implementation of District educational programs, curriculum development, and staff development.
<b>2</b>	Advises and updates the School Board concerning issues, problems, programs, or events occurring under Board authority.
<b>3</b>	Oversees, directs, and monitors the financial operations of the District. Prepares, presents, and recommends various budgets to the Board.
<b>4</b>	Analyzes and assesses the need for increased staffing levels and new or revised District policies. Develops and recommends new proposals, policies, or procedures recommendations to the School Board.
<b>5</b>	Conducts a variety of public relations activities for the District. Serves as a liaison between the community and the School District. Responds to concerns of the public, staff, citizen groups, or outside agencies regarding the programs, policies, practices, or activities of the District. Determines the need and priority of each issue and decides how best to respond and when to delegate authority
<b>6</b>	Oversees and directs the development of human resource programs and policies. Recommends to the Board the adoption of personnel policies and pay programs.
<b>7</b>	Plans updates and implements the development and revision of the District's comprehensive strategic planning process. Oversees the implementation of the District's short- and long-range operational and instructional goals and objectives.
<b>8</b>	Responsible for conducting building bond/operating levy elections.
<b>9</b>	Evaluates all administrators and quasi-administrators including Principals, Activities Director, Community Education Director, Technology Director, Business Manager, Superintendent's Secretary, etc.
<b>10</b>	Responsible for keeping his or her portion of the website updated.

<b>11</b>	Performs other duties of a similar nature and/or level.
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<b>Minimum Qualifications</b>	Master's Degree in Education and a valid Minnesota teaching and School Superintendent's license and a minimum of five years of experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Knowledge of current educational and instructional trends, methods, techniques, and practices.</li> <li>• Knowledge of child development and learning theory principles and procedures.</li> <li>• Knowledge of management, organizational, and leadership theories, approaches, and techniques.</li> <li>• Knowledge of policies, procedures, rules, and guidelines pertaining to school financing and budgeting.</li> <li>• Knowledge of human resource and employee relation principles, practices, and procedures.</li> <li>• Knowledge of supervisory techniques, approaches, and procedures.</li> <li>• Knowledge of research practices, techniques, and approaches.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in supervising, delegating authority, and monitoring administrators and directors in the conduct of their organizational responsibilities.</li> <li>• Skill in developing and presenting complex and diverse issues, proposals, and concepts in an understandable manner.</li> <li>• Skill in planning, directing, and implementing educational and instructional programs.</li> <li>• Skill in conducting public relation activities both inside and outside of the organization.</li> <li>• Skill in developing, planning, monitoring, and budgeting for educational and administrative programs/needs.</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers and the general public, etc., sufficient to exchange or convey information and to provide work direction.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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