

**JOB TITLE:** SUPERINTENDENT

**QUALIFICATIONS:**

1. Experience in teaching and school administration totaling at least 10 years
2. A minimum of a Specialist Degree with a major in educational administration; an earned Doctorate degree is preferable
3. A valid superintendent's license issued by the Missouri State Board of Education
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:** Board of Education

**SUPERVISES:** All administrative and supervisory personnel of the district

**JOB GOAL:** To provide leadership in developing and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

1. Attends and participates in all meetings of the Board and its committees, except when own employment salary is under consideration.
2. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
3. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
4. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
5. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
6. Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
7. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
8. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
10. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.

11. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keep the Board informed of trends in education.
12. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
13. Makes recommendations with reference to location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
14. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
15. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
16. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
17. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
18. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
19. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
20. Performs such other tasks as may from time to time be assigned by the Board.
21. Presides at administrative council meetings.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(President – Board of Education)