
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Superintendent

Qualifications:

Required: Specialist degree in Education; Missouri Superintendent Certification.

Preferred: Doctorate preferred. More than 5 years of experience in educational work settings.

FLSA: Exempt

Salary Schedule: Per Board of Education

Direct Report: School Board

Terms of Employment: 12 Month

Eligible for emergency telework: Yes

Purpose: The job of the Superintendent is for the purpose (s) to produce and deliver the highest quality and excellence in student performance and staff professional development in support of the district's strategic mission and goals. Manages the day-to-day operation of the district in accordance to Board policy and the Comprehensive School Improvement Plan. Provides information and recommendations to the Board, serving as liaison between the Board and the public.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To "telework" when requested by the District.
- Serve as the instructional leader for the District.
- Ensure that the district remains accredited under the Missouri accreditation process.
- Promote student achievement as a primary focus among all staff members within the District.
- Administer and enforce the provisions and regulations of state and federal laws, State Board of Education, Department of Elementary and Secondary Education, and the SJSD Board of Education.
- Ensure all contracts, agreements, and legal documents, reports and data required by state and federal law are administered, appropriately signed, tracked, filed and submitted.
- Advise Board members, individually and as a whole, on matters relating to finance, policy, facilities, and personnel.

ST. JOSEPH

SCHOOL DISTRICT

- Liaison between the District and local communities to communicate and establish the culture and vision of the District.
- Research information available for all programs accordingly and applicable to support decision making.
- Coordinate, collaborate, communicate, and evaluate with directors, building principals, staff and committees to develop plans and recommendations for overall school improvement and student performance aligned with district's goals and objectives.
- Strong interpersonal skills to maintain positive relationships with the Board, District staff, and the public.
- Sufficient reading skills to interpret educational, scientific, and technical journal articles, financial reports, board policy, government regulations, and legal documents.
- Ability to make presentations to the Board, staff, and the community.
- Ability to perform basic mathematic calculations and apply fractions, percentages, ratios, proportions, and similar concepts to practical situations.
- Ability to define problems, collect data, verify facts, make valid conclusions, and deal with abstract concepts.
- Ability to use hand-held devices such as phones and PDAs along with computers.
- Conduct performance evaluations and make recommendations relating to the hiring/termination of employees.
- Many high-level administrative duties require demanding attention.
- Other assigned duties.

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.