

# SCHOOL DISTRICT OF ONALASKA



**TITLE:** Superintendent

## **QUALIFICATIONS:**

Posses a valid Wisconsin Superintendent License

Prior teaching experience required

Such qualifications as the Board of Education may find appropriate

**REPORTS TO:** Board of Education

## **PERFORMANCE RESPONSIBILITIES:**

### **Component 1 - Vision and Mission**

The superintendent leads by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared by the school district community.

- Contributes to district-level long range plans related to curriculum, instruction and school improvement, and engages multiple stakeholders in the process and promotes equitable opportunities and outcomes for all students.
- Creates and communicates clear instructional vision and mission that is reflected in the district improvement plan and responsive to student cultural, linguistic, and economic diversity. Plans and implements multiple strategies for engaging staff, community members and the Board of Education in formal and informal roles to share in the vision, mission and goals of the district.
- Consistently provides support to district and building leaders, including formal and informal feedback, mentoring or coaching.
- Shares reports of evidence, data, and statistics that illustrate the success of the district in meeting learning needs.

### **Component 2 - District Culture**

The superintendent manages by advocating, nurturing, and sustaining a school district culture and instructional program conducive to student learning and staff professional growth.

- Identifies and provides support for developing district leadership to enhance school district climate while promoting a positive school district culture that improves district practices and increases student achievement.
- Understands and uses effective oral and written communication techniques regarding district instructional programs, personnel, and current district status. Provides multiple opportunities and strategies for staff to collaborate on planning, teaching and learning with district leadership.
- Guides and supports long-term district-wide professional development consistent with ongoing improvement of student learning and promotes the use of differentiated strategies, materials, and technologies to maximize instructional time and ensure high levels of student achievement.
- Facilitates personalized professional development through strategies such as coaching, team teaching, and resource sharing.
- Conducts regular and purposeful visits to buildings and classrooms. Consistently attends special activities.

### **Component 3 - District Operations**

The superintendent ensures management of the district, operations, finances, and resources for a safe, efficient, and effective learning environment.

- Identifies, obtains, allocates, and monitors appropriate fiscal funding, resources for the needs of the school district, including planning and budgeting.
- Seeks additional funding through internal and external sources such as fundraisers, grants, and parent donation programs.
- Delegates responsibility to staff that will foster professional growth, leadership and decision-making

skills.

- Ensures a safe, efficient, healthy and productive school environment, including all sites, facilities, and services which supports the well-being of the school district community.
- Models effective communication, decision-making, time management, collaboration, and use effective technology practices for the management of all district operations.
- Evaluates, supervises, mentors and supports district leadership to support effective instructional practices that lead to high levels of student achievement.
- Obtains, allocates, aligns and uses human, fiscal, operational, and technological resources for strategic alignment resources with district priorities.

#### **Component 4 - Community Needs**

The superintendent models collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

- Attends, facilitates and participates in school and community events, activities and organizations.
- Mobilizes community support for district financial initiatives, including referenda.
- Employs multiple communication strategies to engage and collaborate effectively with all stakeholders.

#### **Component 5 - Professionalism**

The superintendent acts with integrity, fairness, and in an ethical manner

- Develops, implements and evaluates district policies and procedures that support democratic values, equitable practices and a respect for diversity district-wide.
- Evaluates and understands the potential moral and legal consequences of decisions.
- Models fairness, integrity, and ethical behavior through self-awareness, reflective practices, and transparency.
- Models and facilitates ethical resource allocation, problem solving, change management, planning, conflict management, and evaluation processes.

#### **Component 6 - Communication and Advocacy**

The superintendent understands, responds to, and interacts with the larger political, social, economic, legal, and cultural context that affects schooling.

- Ensures that policies, laws, regulations, and procedures are complied with and communicated to appropriate district stakeholders.
- Seeks input from all stakeholders and uses collected data to collaboratively develop and communicate policies and procedures.
- Promotes collaborative relationships and support for the district through open communication with local, state, and federal decision-makers, community stakeholder groups, and the Board of Education.

#### **Component 7 - Professional Learning & Practice**

The superintendent participates in learning opportunities which support professional growth.

- Regularly and accurately reflects on personal professional practice, its implications for teacher and student learning, and participates in ongoing professional learning activities.
- Implements efficient systems that generate feedback from all stakeholder groups, including those not typically engaged, and analyzes and incorporates changes resulting in improved leadership practice.
- Consistently applies current educational research to practice, monitors impact, and revises strategies based on monitoring and feedback.
- Presents and shares knowledge and resources with the extended professional community through local, state, or national conferences or publications.

EQUIPMENT/TOOLS OPERATED:

Proficient skills with computer software.

Possession of a driver's license or the ability to acquire the same.

PHYSICAL/ENVIRONMENTAL FACTORS ARE LISTED IN SEPARATE SHEET.

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel. Terms of Employment Conditions are in accordance with the Master Contract and Employee Handbook.

Revised November 2024

# POSITION SPECIFIC PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS SHEET

Job Title: Superintendent			Issued on:	Revised on: 12/2018
	LEVEL OF PHYSICAL DEMAND			COMMENTS
	Occasional	Frequent	Constant	
PHYSICAL ACTIVITY	0-33% of Time (1-100 Repetitions)	34-66% of Time (101-500 Repetitions)	67-100% of Time (500 + Repetitions)	If applicable, indicate weight factors: Average Weight (Avg.) and Maximum Weight (Max.) Do not list if mechanical/lifting equipment is used.  <i>(Use back of page if required.)</i>
Sitting		x		
Standing		x		
Walking		x		
Lifting	x			
Carrying	x			
Twisting	x			
Climbing	x			
Reaching	x			
Kneeling	x			
Crouching/Squatting	x			
Crawling	x			
Pushing	x			
Pulling	x			
Repetitive Motion	x			
Balancing	x			
PC Monitoring		x		
Data Entry		x		
Other				
Check Environment:	<input checked="" type="checkbox"/> Office Equipment  <input checked="" type="checkbox"/> Driving	<input type="checkbox"/> Warehouse/ Dock	<input type="checkbox"/> Confined Space  <input type="checkbox"/> Heights	
Check Environmental Factors:	<input type="checkbox"/> Temperature Extremes	<input type="checkbox"/> External Weather Element	<input type="checkbox"/> Dust  <input type="checkbox"/> Other	