

Position: Superintendent

Job Summary: Performs duties on a daily basis as an educational leader who promotes the success of all students by: (1) facilitating a vision of educational excellence, (2) advocating and nurturing a constantly improving learning environment and instructional program, (3) ensuring management of the organization, (4) collaborating with families and communities, and (5) understanding and applying knowledge of laws, regulations, and professional ethics.

Qualifications/Minimum Requirements:

1. Master's Degree
2. Type 75 certificate with a Superintendent's endorsement
3. Doctorate in Education Administration preferred.
4. Aptitude, skills, knowledge, and experience as a building principal and/or Unit Office administrator.
5. The superintendent must live within the boundaries of the district.
6. Previous experience in administration at the building and Unit Office level.
7. Understand how to develop and manage the budget process.
8. Knowledge of personnel records, ability to handle confidential issues, and experience with general office procedures.
9. Strong written and oral communication skills are necessary to complete correspondence, meet the public, and interact positively with faculty, staff, students, parents, and the public.
10. Ability to supervise the establishment, organization, and maintenance of appropriate records.
11. Knowledge of computer software and applications: word processing, spreadsheets, database creation, and the internet; able to file reports electronically
12. Possess the organizational skills necessary to orchestrate and supervise multi-tasks/projects simultaneously.

Reports to: Board of Education

Educational Leadership

- Demonstrate knowledge of curriculum, instruction, assessment, school improvement processes, and strategic planning.
- Facilitate the development, articulation, implementation, and stewardship of a vision of educational excellence supported by the school community.
- Advocate for continuous improvement in the instructional program based on sound educational principles and research.
- Promote academic rigor, equity, and high expectations for all students and staff.

Operational Management

- Oversee the day-to-day operations of the district, including facilities, and maintenance.
- Manage district meetings, including Board and committee meetings, ensuring effective

preparation and communication.

- Supervise the completion and timely filing of state and federal reports.
- Promote the use of organizational monitoring systems to ensure policy implementation.
- Ensure the district operates within established legal and ethical guidelines.

Resource and Financial Management

- Identify, secure, and allocate financial, human, and material resources aligned with district goals.
- Oversee fiscal planning, including budgeting, procurement, and financial monitoring.
- Promote the efficient delivery of auxiliary services such as health, nutrition, and transportation.

Leadership and Collaboration

Supervision

- Provide primary supervision to Principals, Directors and the Assistant Superintendent
- Evaluate and support the performance of all district employees and supervisors.
- Delegate tasks effectively and ensure accountability for achieving district goals.

Community and Stakeholder Engagement

- Build collaborative relationships with families, community members, and stakeholders.
- Communicate the district's vision, mission, and goals clearly through various channels.
- Facilitate community support for district initiatives, including school funding efforts.

Professional Development

- Model lifelong learning and encourages professional growth among staff.
- Facilitate systemic staff development to enhance teaching, learning, and operational effectiveness.
- Organize and participates in district and community events to represent the district's interests.

Interpersonal Skills

- Maintain professional relationships with all internal and external stakeholders.
- Respond promptly and courteously to service requests.
- Promote a respectful and inclusive work culture that values teamwork and collaboration.

Ethics and Compliance

- Adhere to professional ethical standards and legal regulations.
- Model decision-making based on ethical and legal considerations.
- Foster an ethical culture within the district through policies and professional practices.

Specific Standards

Vision of Excellence

- Collaborate with stakeholders to develop and achieve district goals.
- Regularly evaluates and revises the district's vision, mission, and implementation plans.

Learning Environment

- Create a culture of respect, fairness, and high expectations.
- Encourage the use of technology to enhance learning and professional development.

Management

- Ensure the organization operates efficiently and safely.
- Implement effective human resource and performance management strategies.

Community Collaboration

- Engage with diverse community groups to address needs and mobilize resources.
- Build partnerships with organizations to promote educational opportunities.

Other Duties: Performs additional tasks as assigned by the Board of Education.

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health, dental, and vision insurance.
- Retirement plan option.
- Vacation, personal, and sick leave as outlined in contract.
- Opportunities for advanced professional training and development.
- 12-month contract