

**CENTRAL UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

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**Position:** District Superintendent**Classification:** Certificated /Classified Management**Reports to:** Board of Trustees**Salary Range:** Competitive/Negotiable

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**SUMMARY**

Under the direction of the Board of Trustees, provide leadership and executive direction to the personnel, programs, activities and operations of the District; assure compliance with established goals, objectives, board policies, Board bylaws, and legal requirements concerning District administration and instruction; serve as chief executive officer of the Board and act as the Board's agent in implementing policies and directives. The Superintendent promotes the success of all students and supports the Board of Trustees to focus the District on student learning, achievement, and personal development.

**SPECIFIC RESPONSIBILITIES**

Chief Executive Officer for and Secretary to the Board of Trustees.

**A. Board Relations and Policies – The Superintendent:**

1. Provides leadership in planning, implementing, and continuously improving the District's education program through strategic planning so that it is academically challenging and personally enriching for all students.
  - a. Guides the assessment of current best practices, methods, and materials for the District to improve educational and enrichment programs and services.
  - b. Reports and makes recommendations on plans for program improvement and assessment to the Board.
2. Develops and proposes policies for Board approval, prepares written administrative regulations, and assures District compliance with Board policies, administrative regulations, and local, state, and federal law.
3. Directs the preparation of agendas and supporting documents for Board and other public meetings.
4. Directs preparation of reports to the Board of Trustees on the condition and academic progress of the District schools.
5. Provides the Board with information and recommendations about federal grants, state policies, local policy formulation and adoption, in addition to specific issues under Board consideration.
6. Informs and makes recommendations to the Board regarding financial matters, curricula, instructional, and counseling programs, personnel, students, equipment and building needs, and all major operations of the District.
7. Directs the preparation of and recommends the annual Budget to the Board for adoption.
8. Supports Board strategies for communicating with the District staff and community.
9. Performs other related duties as assigned by the Board.

B. Personnel:

1. Creates and sustains an environment that encourages students to achieve, staff to excel, and parents to engage in the school community.
2. Assigns and coordinates staff roles and responsibilities to fully optimize human and financial resources to achieve District goals and objectives.
3. Recommends the employment, assignment, transfer, promotion, resignation, dismissal, and retirement of all District personnel.
4. Organizes, administers, supervises, and evaluates the operation of District schools and services.
5. Improve student achievement; to ensure the development of innovative instruction to help at risk students, students with disabilities and low performing students, and maintaining high performing of current students.

C. Community Relations:

1. Agencies
  - a. Represents the District in working with local, state, and federal agencies.
  - b. Serves as a liaison with appropriate school advocacy groups and state and federal legislators on matters related to the District, including but not limited to pending legislation.
  - c. Works with legal advisors on court cases, hearings, legal questions, and interpretation of state and federal laws and regulations.
  - d. Cooperates and assists in planning programs provided by outside agencies for the benefit of the students and the District.
2. District and Community at Large
  - a. Assists and organizes community involvement in school activities, and in working together to address educational issues and financial challenges.
  - b. Provides information to interested groups and individuals regarding District programs, funding, elections, policies and procedures.
  - c. Assists students, parents, and citizens to use District procedures and the administrative structure to find solutions and resolve problems.
  - d. Participates in community groups committed to improving programs and/or services to students.
  - e. Communicates with and provides information to the media in support of District goals and objectives.
3. School Community
  - a. Provides leadership to develop a program of positive school-community relations that fosters two-way communication and promotes understanding of school programs, financial challenges, and involvement in seeking solutions on the part of individuals and groups.
  - b. Visits school sites, directs school principals, and provides leadership in the continuous development, evaluation, and revision of the instructional program to comply with legal requirements; recommends additions or changes in the instructional program as necessary.
  - c. Maintains harmonious productive relations with students, staff, parents, and members of the community.

Knowledge of:

- California Education and Government Codes, Board policies and administrative regulations, as well as other laws, rules and regulations related to public education
- Administration of all aspects of the school District
- California curriculum standards
- Negotiated employee contracts
- Oral and written communication skills
- Public speaking techniques
- District organization, operations, policies, and objectives
- Interpersonal skills using tact, patience, and courtesy
- Principles and practices of administration, supervision, and training
- Budget preparation and control

Ability to:

- Provide leadership and executive direction to the personnel, programs, activities, and operations of the District
- Develop, recommend, and implement policies and practices related to school District programs and services
- Communicate the District's goals and objectives
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others
- Train, supervise, and evaluate personnel
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work
- Work confidentially and with discretion

**Education and Experience**

District level experience: Superintendent, Assistant Superintendent, Associate Superintendent, Deputy Superintendent or similar experience required

Teaching experience preferred

Site level administrative experience preferred

Master's degree preferred

**Licenses and other requirements**

California Administrative Credential or

Certificate in the field of Education Leadership required

Valid driver's license

**Environment:**

Office environment

Driving a vehicle to conduct work

Frequent interruptions

**PHYSICAL DEMANDS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak, stand, talk, walk, see, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to read small print. The employee must frequently bend, reach above the head, as well as forward, and use fine motor skills.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*Board Approved: 4/24/18*

*Board approved revisions: 01.25.22*