

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: M.S. Degree
Type 75 Certificate Superintendent's Endorsement
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee
Director of Business Services
Director of Building and Grounds
Director of Food Service
Director of Transportation

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education,

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever present, overriding concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex officio member of committees.
3. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board be implemented.
5. 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.
6. Acts on own discretion of action if necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Board about the programs, practices, and problems of the school, and keep the Board informed of the activities operating under the Board's authority.

8. Supervises the effective carrying out of all-constitutional or statutory laws, state and charter regulations, and Board policies.
9. Makes administrative decisions within the school necessary to the proper function of the school district.
10. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
11. 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.
12. Formulates school objectives, policies, plans and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
13. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
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. Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
16. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
17. Communicates directly or through delegation all actions of the Board relative to personnel matters to all employees; and receives from employees all communications to be made to the Board.
18. Directs staff negotiations with professional and nonprofessional personnel.
19. Recommends for appointment, elections or employment all employees of the Board except professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board except professional officers of the Board.
20. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
21. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
22. Supervises methods of teaching, supervision, and administration in effect in the schools.
23. Approves vacation schedules for all salaried district employees in conjunction with the principals.
24. Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for final action.

25. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employees.
26. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
27. 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.
28. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
29. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
30. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
31. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
32. Recommends to the Board sales of all property no longer required by the Board, and supervises the proper execution of such sales.
33. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records, which are required by law and by Board policy.
34. Files, or causes to be filed, all reports required by the state and the school code.
35. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
36. Makes recommendations with reference to the 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.
37. 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.
38. 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 keeps the Board informed of trends in education,
39. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.

40. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
41. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
42. Supervises directly or through delegation special education services, including (1) testing, evaluation, identification, and placement of students in accordance with federal and state laws and regulations; (2) confidentiality of student records; and (3) discipline of special education students.
43. Communicates directly to the District's legal counsel and to the Board on all matters related to litigation.
44. Supervises directly or through delegation the implementation of the Risk Management Program; evaluates the effectiveness of the Program and recommends revisions to the Program.
45. Overall planning of the transportation program, including the development and presentation of recommendations to the board of education concerning contracting, leasing, and/or purchasing related to transportation services, the preparation and establishment of procedures and policies related to crisis intervention, discipline and the general operation of transportation services.
46. Performs such other tasks as may from time to time be assigned by the Board

TERMS OF EMPLOYMENT: Per Board Policy

EVALUATION: Performance of this job will be evaluated in accordance with Provisions of the Board's policy on evaluation of the Superintendent.