

RESPONSIBILITIES AND DUTIES OF THE SUPERINTENDENT**TERM OF OFFICE:**

The Superintendent of schools shall be employed for a term not to exceed three years at the regular January meeting of the Board of Education. He/She shall be employed on a twelve (12) month basis.

QUALIFICATION:

The Superintendent shall meet all educational and work experience requirements specified by school laws of Missouri and shall possess a valid Missouri Superintendent's Certificate.

DUTIES:

The Superintendent shall be the chief executive officer of the Board of Education and administrative head of all divisions and departments of the school system. He/She may delegate responsibility for the operation of various segments of the school system, but shall be responsible to the Board for the results produced. His/Her specific responsibilities shall be:

1. To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies of the Board.
2. To recommend the number and types of positions required to provide proper personnel for the operation of such a program.
3. To recommend policies on organization, finance, instruction, school plant, and other functions of the school program.
4. To nominate for appointment, to assign, and to define duties of all personnel, subject to approval of the Board.
5. To confer periodically with professional and lay groups concerning the school program and transmit to Board suggestions gained from such conferences.
6. To develop and supervise annual budget for Board of Education approval.
7. To keep the Board of Education continually informed on the progress and conditions of the schools.
8. To attend and participate in all meetings of the Board of Education except at such times when consideration may be given to his/her own employment or salary.
9. To conduct a continuous study of the development and needs of the schools and keep the public informed.
10. Monitor and supervisor of the health service program of the district.
11. The Superintendent when directed by the Board shall release any official publicity of the Board of Education.
12. Serve as special education coordinator for an additional stipend set annually by the Board of Education.
13. The Superintendent shall coordinate all state and federal programs and services and complete and submit grant applications.
14. The Superintendent shall monitor and supervise district Medicaid administrative and direct services billing.
15. The Superintendent shall serve as the district's transportation director, Title VI of the Civil Rights Act of 1964 compliance administrator, Title IX of the Education Amendments of 1972 compliance coordinator, Age Discrimination Act of 1975 compliance coordinator, Section 504 compliance coordinator, and ADA compliance coordinator.

16. The Superintendent shall complete and submit all E-Rate application documents.
17. The Superintendent shall monitor all Core Data and ASBR reports.
18. Superintendent shall ensure compliance with all legal notices required for publication.
19. The Superintendent shall annually complete and submit all tax rates for approval by the State Auditor.
20. The Superintendent shall supervise and evaluate district employees.

PHYSICAL DEMANDS:

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.

To perform this position, the employee is frequently required to sit; occasionally walk and stand; and travel from building to other sites. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms; keyboard, typing, and writing. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee is frequently involved in social interactions, which require oral and written communications. The employee should possess sufficient hearing to hear conversations in person and on the telephone. Employees in this area may be subject to work in environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, high noise levels, and various work-related hazards.