

ONTARIO-MONTCLAIR SCHOOL DISTRICT

SUPERINTENDENT OF SCHOOLS

DEFINITION

To inspire, guide, and direct every member of the administrative, instructional and supportive services team in setting and achieving the highest standards of excellence.

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 awareness of and concern for their impact upon each individual student's education.

EXAM PLES OF DUTIES

- Interprets and clarifies the purposes and needs of the school system to Board, Staff, students and public;
- Coordinates the total educational program and provides leadership in its development and improvement;
- Guides the process of fiscal planning and budgetary development and interpretations;
- Assumes final responsibility for the selection, assignment, dismissal, and evaluation for all personnel;
- Directs staff negotiations with certificated and classified personnel;
- Coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps;
- Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public;
- Directs studies and planning related to school organization, attendance area boundaries, and school plant requirements;
- Oversees the processing and submission of required reports;
- Exercises leadership in the development and execution of the school/community relations program;
- Assumes ultimate responsibility for the assignment of students, and the various specialized areas of administration including student services, business management, plant management, transportation, and research;
- Keeps the Board informed about the status of the school system as well as educational trends and practices;
- Initiates and guides the development of policies for Board consideration, develops such administrative rules and procedures as may be necessary to implement Board policies;
- Serves as Secretary to the Board;
- Performs such other duties as may from time to time be assigned by the Board

QUALIFICATIONS

- A Master's or Doctor's degree from an accredited institution with specialization in public school administration; or alternative job-related training which demonstrates research and program evaluation skills, and academic proficiency in a job-related major or specialization.
- A valid administrative credential.
- At least three years experience as a superintendent of schools or assistant superintendent.
- Such alternatives to the above qualifications as the district may find appropriate.

REPORTS TO: Board of Trustees

SUPERVISES

1. Deputy Superintendent-Administration
2. Assistant Superintendent Instruction
3. Assistant Superintendent-Personnel
4. Area Director
5. Director-Pupil Personnel Services
6. Public information Specialist
7. Secretary to the Superintendent

TERMS OF EMPLOYMENT

Twelve-month work year with 22 days annual vacation. The exclusive use of a district- owned vehicle for school business with all expenses connected with its use to be paid by the district. Salary and fringe benefits as determined by conditions of contract with the Board of Trustees. Minimum of three-year contract.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

FUNCTIONS OF THE SUPERINTENDENT

1. As Secretary of the Board, to prepare and handle the agenda and minutes for all Board meetings, all records and correspondence of the Board meetings, in accordance with policies and procedures adopted by the Board.
2. To develop District educational policies for recommendation to the Board, and implement all adopted policies with appropriate administrative rules and regulations.
3. To coordinate the preparation of the annual budget for the District, present required facts and pertinent information relative to its adoption to the Governing Board, make recommendations regarding the same, and direct the administration of the budget after its adoption.
4. To secure legal interpretations on all issues pertaining to the schools of the District.
5. To maintain direct responsibility for the activities and evaluation of the District office administrators.
6. To maintain direct responsibility for the activities and evaluation of the building principals.
7. To be responsible for school plant facilities and the acquisition of school sites in accordance with future needs.
8. To coordinate the selection, employment, assignment and transfer of personnel, the maintenance of essential personnel records, the evaluation of personnel, and the administration of personnel policies adopted by the Governing Board with authority to implement these functions being delegated to the appropriate administrative personnel.
9. To coordinate the District's program of instruction and related activities, including curriculum development, psychological services, testing, attendance and welfare, and health and recreation.
10. To maintain contact with parents, citizens, and appropriate community agencies to coordinate the two-way communication between the school and such agencies.
11. To direct the preparation of reports showing educational accomplishments, financial status, and physical conditions of the schools and make recommendation for improvement.
12. To represent the District in governmental and professional relationships as the Board's authorized agent.
13. As professional advisor to the Board, to keep the Board informed on all issues and problems affecting the District and of the current status of education from the state and national levels.
14. To be responsible for the articulation of the instructional program and other activities between the intermediate schools of the District and the Chaffey High School District.

BOARD APPROVED: June 17, 1976