

## Superintendent

<b>DEPARTMENT:</b>	Superintendent	<b>REPORTS TO:</b>	Board of Education
<b>WORK SCHEDULE:</b>	12 months	<b>COMPENSATION:</b>	Set by the Board of Education
<b>FULL/PART TIME:</b>	Full time	<b>FLSA STATUS:</b>	Exempt

### Position Description

The Superintendent of Kirkwood School District is responsible for providing leadership and strategic direction to ensure the academic success and wellbeing of students. Oversees day-to-day operations, fosters a positive educational environment, and manages resources efficiently. Collaborates with internal and external stakeholders to ensure the delivery of high-quality educational programs.

Task Title	Essential Job Functions	Percent of Time Spent
District Leadership	<ul style="list-style-type: none"> <li>Assists in the development of Board of Education policies and directives.</li> <li>Manages the district's day-to-day affairs. Oversees and implements policies in accordance with the Board's directives, ensuring efficient day-to-day operations.</li> <li>Exercises discretion in matters requiring immediate attention and not covered by board policies and informs the Board of any emergency action taken.</li> <li>Coordinates resources and maintains a focus on continuous improvement to enhance the overall functioning of the Kirkwood School District.</li> <li>Prepares and submits recommendations, reports, and information to the Board of Education.</li> <li>Attends and participates in all Board of Education meetings.</li> </ul>	45%
Personnel Administration	<ul style="list-style-type: none"> <li>Supervise district administrators.</li> <li>Supervise and evaluate support staff personnel for the</li> <li>Foster a positive work environment, ensuring staff members are well-supported, motivated, and aligned with the district's educational goals.</li> </ul>	25%
School/Community Relations	<ul style="list-style-type: none"> <li>Promote and maintain a positive district climate.</li> <li>Work effectively with students and staff</li> <li>Cultivate strong partnerships with parents, community leaders, and local agencies to enhance the district's standing and engage stakeholders in the educational process.</li> <li>Communicate transparently with the community and address concerns effectively, promoting a collaborative and supportive relationship.</li> </ul>	10%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> <li>● Attend or delegate a representative to attend all meetings of municipal agencies of which matters pertaining to the school appear on the agendas.</li> </ul>	
Instructional Leadership	<ul style="list-style-type: none"> <li>● Collaborate with principals and instructional staff to implement best practices, promote student achievement, and stay abreast of innovative teaching methods and technologies.</li> <li>● Demonstrate personal commitment to professional growth activities</li> </ul>	10%
Financial Management	<ul style="list-style-type: none"> <li>● Oversee the annual budget process, ensuring fiscal responsibility and transparency.</li> <li>● Collaborate with the finance team and district administrators to allocate resources effectively, identify potential cost-saving measures, and secure funding to support the district's educational objectives.</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

### Supervisory Responsibilities

- **Supervisory Responsibility:** Multiple departments
- **Supervisory Activities:** Budgeting/Staff allocation, Directing, Disciplining, Evaluating Performance, Hiring, Investigating, Promoting, Scheduling, Terminating, Approving timecards or time off requests
- **Budget Signing Authority:**
- **Decision-making Authority:** Decisions impact the entire district

### Qualifications

#### Required

- **Education:** Educational specialist degree
- **Previous Work-Related Experience:** Five or more years of experience in education
- **Licensure:** Missouri Superintendent Certificate
- Valid Missouri driver's license

#### Preferred

- Missouri Teaching Certificate

### Knowledge & Skills

#### Knowledge

- **Basic:**
  - Accounting: Accounting principles, practices, and the analysis and reporting of financial data.
  - Administrative: Administrative and office procedures, functions and basic office tasks,

- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
  - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Expert:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.

## Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Reading comprehension, Speaking, Active learning, Active listening, Critical thinking, Monitoring, Management of financial resources, Management of personnel resources, Time management, Negotiation, Persuasion, Service orientation, Social perceptiveness, Complex problem solving, Judgment and decision making, Systems analysis, Systems evaluation,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Writing, Coordination
- **Occasionally (Up to 2.5 hours or 32% of the day):** Learning strategies, Instructing
- **Rarely (Less than 1 hour or 12% of the day):** Mathematics, Science, Management of material resources

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Standing, Walking,
- **Occasionally (Up to 2.5 hours or 32% of the day):** [List demands]
- **Rarely (Less than 1 hour or 12% of the day):** Balancing, Carrying/Lifting, Climbing, Finger Dexterity, Multi-limb coordination, Pulling/Pushing, Reaching, Repetitive motion, Color Vision

### Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

### Work Type/Physical Demands

- *Light work:* Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

## Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

### **EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024