

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Superintendent of Schools

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Valid Standard Administrative, Elementary or Secondary Administrative, or General Administrative Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
	<u>Desirable</u>	Graduate training at the doctoral level.
EXPERIENCE:	<u>Desirable</u>	A minimum of five years administrative experience at the site level and three years at the central office level; a strong background in all phases of education.
PERSONAL QUALIFICATIONS:		Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the Board of Education the Superintendent of Schools shall be responsible for administrative control of all instruction, properties, personnel, programs, procedures of and for the school system, as well as for public relations.

DUTIES AND RESPONSIBILITIES

The outcomes of the Superintendent of School's job performance will be as follows:

1. Advice and support to the Board, which sets the goals of the Redlands Unified School District, will have been efficaciously rendered.
2. Duties as executive officer of the Board of Education will have been competently performed.
3. Directives and actions of the Board will have been effectively communicated to district personnel.
4. The Board will have been kept adequately informed of the progress and needs of the schools and their programs.
5. The district and its schools will have been effectively and positively represented before the public.
6. District public relations activities will have been competently and appropriately supervised.
7. Appropriate recommendations to the Board regarding the election of and dismissal of all employees will have been made.

8. Temporary vacancies will have been effectively filled, subject to Board confirmation.
9. The assignment of all personnel will have been appropriately recommended to the Board.
10. The annual school calendar will have been developed and submitted for Board action.
11. After preliminary information to the Board concerning needs, goals, and resources, the annual district budget will have been appropriately prepared and analyzed for approval by the Board.
12. A program of building development and utilization to meet the demands of changing population will have been effectively implemented.
13. Decisions regarding purely administrative matters for which no policies, rules, or regulations exist will have been appropriately and competently made with the Board informed as soon as practicable about those matters which are deemed by the Superintendent to be of special significance.
14. Full time will have been given to the duties of the office of Superintendent of Schools except as excused by the Board.
15. Annual review and submission of an appropriate district annual report will have been effectively accomplished.
16. Timely and effective communications regarding incidents and/or situations which might impact the district or its schools will have been consistently provided to the Board.
17. The Superintendent's Annual Objectives will have been established in accordance with the goals of the district.
18. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
19. Other duties assigned by the Board of Education will have been effectively performed.

SUPERVISORY RELATIONSHIPS

The Superintendent of Schools reports to and is supervised by the Board of Education. The Superintendent of Schools supervises directly, or indirectly through designees, all district personnel.