Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Superintendent**

Credentials: Superintendent's Certificate

Education: Master's Degree from an accredited college or university
(Doctorate Degree preferred)

Knowledge and Experience: Knowledge of all phases of school administration
A minimum of ten years' experience in school administration
(Central office experience preferred)

Job Goal: The purpose of the position is to oversee the administration of all education and support programs of the Moore School District, making the well-being of students the fundamental value of all decision-making and actions; to implement Board policies and direction; to supervise all staff; to evaluate programs, activities and services; to oversee district facility and property usage and maintenance; to oversee the effective utilization of district funds; and to serve as liaison between the community and the district problem solving.

Performance Expectations:

1. Adhere to a conduct of honesty and integrity by practicing ethical conduct and using sound, prudent, and ethical judgment in all decisions and actions.

2. Provide direction to accomplish the beliefs, vision, mission, and goals of Moore Public Schools.

3. Make informed decisions and solve problems in a timely manner based on appropriate and relevant data, while considering the legal, moral, and ethical implications of options and situations.

4. Communicate effectively by using appropriate written, verbal and non-verbal communications in a variety of settings and situations.

5. Practice effective listening skills.

6. Support the principle of due process and protect the civil and human rights of all individuals.

7. Facilitate successful communication among staff members.

8. Use effective interpersonal skills, including conflict resolution, sensitivity, tact, respect, trustworthiness, consistency, fairness, moral and ethical behavior.

9. Conduct short and long-range planning to attain district goals and objectives.
10. Demonstrate leadership by being a good role model to reinforce productive and cooperative behavior.

11. Act as a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.

Essential Job Functions:
1. Administers the development and maintenance of a positive educational program designed to meet the needs of the students.

2. Manages the administrative staff of the district.

3. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.

4. Prepares and submits recommendations to the Board on 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.

5. Informs and advises the Board about programs, practices, and problems to keep the Board informed of the activities operating under the Board's authority.

6. Reports to the Board on such matters as deemed necessary to the understanding and proper management of the schools, or as the Board may request.

7. Insures compliance and supervises the effective administration of all statutory requirements, state, and local regulations, and Board policies.

8. Exercises power to make such rules and give such instructions to school employees and students as may be necessary to the proper functioning of the school district.

9. Delegates at own discretion to other employees 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.

10. Attends and participates in all Board meetings.

11. Keeps abreast of new developments in the education profession.

12. Recommends to the Board for adoption of all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.

13. Makes employment recommendations to the Board.

14. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy, if necessary, to provide guidance in the future.

15. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.

16. Supervises staff negotiations with certified and support personnel.

17. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.

18. Holds meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

19. Supervises methods of teaching, supervision, and administration in effect in the schools.

20. Suspends employees for just cause, and initiates proceedings pursuant to State laws for final action.

21. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.

22. Reports to the Board any employee whose service is unsatisfactory and recommends appropriate action.

23. Assumes overall responsibility for the financial planning of the district, for the preparation of the annual budget, and for submission to the Board for review and approval.

24. Supervises the establishment and maintenance of 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.

25. Assumes overall responsibility for defining personnel needs, as well as planning and directing a program for the recruitment, selection and employment of the best-qualified personnel for the district.

26. 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.

27. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another in accordance with Board policy.

28. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.

29. Provides leadership to ensure that all facilities are kept in good repair, adequate to meet current and future population needs, and in general, provide for a safe and effective learning and working environment.

30. Makes recommendations with reference to the location and size of new school sites and 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.

31. Serves as the district's representative with other school systems, institutions, agencies, and community organizations.

32. Performs other tasks as may be assigned by the Board.

Supervision Exercised: An incumbent supervises, either directly or indirectly, all district employees.

Reports To: Board of Education

Physical/Mental Requirements and Working Conditions:
The incumbent is regularly required to stand, walk, and sit in an office environment. He/she is required to travel to district sites and attend various meetings. The incumbent must be able to balance various priorities, efficiently organize tasks, meet deadlines, and work effectively under stress.

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences. Must be able to balance various priorities and maximize staff productivity.

Terms of Employment: Twelve-month year. Salary and length of contract will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03/08/1993
Revised 03/08/2004