

Cache County School District

Policy Series 1000: Board of Education

Policy No. 1600

The Superintendent's Job Description

Board\Superintendent Relations

Working cooperatively with the Cache County Board of Education (Board), the superintendent:

1. Serves as the Chief Executive Officer of the Board;
2. Promotes effectiveness and maintains harmonious relationships with the Board and its individual members through study sessions, individual conferences, and socialization opportunities;
3. Works with the school board president to prepare a board agenda in a timely fashion;
4. Apprises the Board of areas of concern or potential problems in the district as they arise;
5. Provides sound council on educational, legal, management, and political issues;
6. Maintains and keeps the Board of Education up-to-date on policies and procedures, recommending new policies for consideration or change;
7. Implements all board policies and directives in good faith and reports to the Board on their effectiveness over time;
8. Articulates clearly and accurately, to employees, students, patrons, and the public the general feelings of the Board relative to specific issues and positions taken.
9. Submits to an annual evaluation of performance by the Board;

Personal Characteristics

The superintendent should possess the following personal characteristics:

1. The necessary health and energy to meet the duties and responsibilities of the Superintendent of Schools.
2. The ability to think, write, and speak clearly and sensibly on a full range of educational topics and maintain poise and emotional stability in public meetings.
3. Maintain and adhere to the highest standards of ethical behavior compatible with Board and community expectations.

Community Relations

In dealing with the community the superintendent should:

1. Maintain an open-door policy with the community and provide opportunities for concerns to be aired;

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2. Create opportunities in the district for the community to participate in shared governance at the school and district level;
3. Manage conflict resolution as community concerns surface.

Curriculum

In creating district curriculum, the superintendent should:

1. Establish a clear set of policies that provides an operational framework for curriculum management;
2. Create a district-wide set of goals and objectives concerning curriculum.
3. Develops a clear sense of priorities in the curriculum and concentrates resources on priority targets.
4. Defines a district K-12 curriculum that is adopted by the Board;
5. Arrange staff development programs to enhance the implementation of the curriculum;
6. Design a comprehensive evaluation system that provides relevant data that examines program and student performance and provides feedback to teaching staff, and creates a database for judgments concerning effective and ineffective programs.

Personal Management

The superintendent's personal management should:

1. Create an organization with a professional structure that accomplishes the mission of the district within available fiscal and personnel resources;
2. Staff the organization with professional talent fitted to jobs on the basis of relevant education, experience, and desire for excellence;
3. Recommend qualified individuals for hiring as openings in the district occur;
4. Promote the development of staff through training opportunities;
5. Conduct evaluations of personnel on a regular basis;
6. Maintain an open-door policy with employees and provide opportunities for concerns to be aired;
7. Create opportunities for employees to participate in shared governance at the worksite and district levels.

Fiscal Management

In fiscally managing the district, the superintendent will:

1. Act as the budget officer of the district;
2. Develop an annual budget that manages the financial resources of the system to their maximum education effect;
3. Provide monthly financial reports on operating accounts;
4. Place the educational welfare of school children above other considerations in making budget recommendations;
5. Plan for the education adequacy and safety of all school buildings in the district.

Legal References:



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