BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Superintendent of Schools

Purpose Statement

The Superintendent of Schools is responsible for serving as the chief executive officer, providing leadership and vision in the establishment and implementation of the District's organizational mission, goals, and strategic plans. This role includes overseeing the formulation and implementation of district educational programs and services, serving as the primary spokesperson, and managing district administrative operations to meet the educational needs of students and the community.

Supervisory Relationship

Reports to:

- School Board

Directly Supervises:

- Assistant Superintendents
- Business and Operations Manager (As defined in Policy B/SR-3 *Staff Accountability*)
- Technology Director
- Director of Special Education
- Community Relations Director
- Human Resource Director
- Director of Indian Education
- Administrative Assistant to the Superintendent

Essential Functions

- **Board Liaison:**
  - Assists the Board in developing and monitoring achievement of Results policies focused on student achievement.
  - Assists the Board in developing and monitoring the district's Operational Expectations policies.
  - Assists the administrative staff in preparing and reporting data relative to Operational Expectations and Results policies, ensuring compliance with Board expectations.
  - Assists the Board in developing and periodically assessing policies governing the Board/Superintendent relationship, including evaluation of the superintendent's performance.
  - Assists the Board in developing and periodically assessing Board Governance Culture policies to insure effective and efficient completion of the Board's role in leading the district.
  - Oversees the maintenance of all administrative policies required by the Board and/or statute.
- **Chief Executive Officer to the Board:**
  - Works with the Board to set agendas for Board regular business meetings, Board workshops and retreats, which are aligned with District priorities.
  - Establishes educational and operational priorities for the District.
  - Provides linkages between the community and District.
  - Plans, formulates, recommends and advises the Board concerning various issues, trends or concerns that may impact the District's mission or strategic plans.
  - Develops, implements, and monitors plans for accomplishing Board directives, goals and priorities.
  - Evaluates the success of the plans and reports to the Board and the community.
- **Administrative Leadership:**
  - Oversees that job responsibilities are clearly understood and are effectively accomplished.
  - Aligns the responsibilities, duties and organizational structure of the district and its directors to accomplish the objectives of the organization.
  - Oversees interviews, hires and manages district and building level administrators.
  - Provides vision and defined autonomy to the building staff, within staffing and other guidelines; provides opportunities to staff to discuss decisions which may need to be made, which are outside of established guidelines.

    - Ensures that timely and comprehensive performance evaluations are completed on all district administrators.
- **Resource Management:**
    - Collaborates, supervises and works closely with the Business and Operations Manager in monitoring budget balances and cash flows to ensure that the District has adequate cash on hand to meet its obligations; monitors reserves; and assists in the formulation of assumptions to make appropriate financial and budget projections.
    - Collaborates with the Assistant Superintendents and Business and Operations Manager in the monitoring and projection of student enrollment levels.
    - Plans for and collaborates with other district administrators and board in the renovation, construction and use of district facilities.
    - Leads and facilitates specialized strategic projects, such as the long-range facilities task force.
    - Promotes and leads bond referendum efforts including planning, public appearances, promotion and communications.
- **Educational Programs:**
    - Provides direction to the Assistant Superintendents involved in the review, evaluation, and assessment of district curriculum, instruction, special education programs, and other district wide educational programs and services.
    - Oversees the activities of the Director of Technology with respect to long range planning for technology use as well as the integration of technology within the curriculum.
- **Public Representation:**
    - Provides supervision, direction and support to the district's Communication Department.
    - Serves as a liaison between the staff and the Board.
    - Advocates for the interests of the school district and community when working with government agencies.
    - Collaborates with various city, county, other districts and the legislature concerning issues and initiatives.
- **Staff Recruitment and Retention:**
    - Plans for and oversees labor negotiations with all represented groups.
    - Monitors district compliance with negotiated agreements with professional staff.
    - Collaborates with the Human Resources Manager on matters of employee discipline and employee welfare.
- **Additional Duties:** Perform other duties as assigned to support district operations.

Job Requirements: Minimum Qualifications

Skills

- Management of a large district and understanding of challenges in school district growth
- Building consensus and commitment among individuals and groups
- Defining, reasoning, and problem-solving
- Oral and written communication
- Curriculum and instruction planning and implementation
- School and district administration
- Supervising, motivating, delegating authority, mentoring, and monitoring administrators and directors
- Presenting complex issues, proposals, and concepts clearly
- Public relations both inside and outside the organization
- Planning, directing, and implementing educational and administrative programs

Knowledge

- Knowledge of school finance.
- Operations, functions and administrative aspects of the district.
- Knowledge of school district Coherent Governance model and theory
- Organizational theory, leadership and management theory.
- Learning processes, models, theories, and educational technologies, trends and developments.
- Measurement and assessment principles, concepts, methods and techniques.

- Relevant laws, rules, guidelines and requirements impacting educational programs, services, funding and school finance.

Abilities
- Work effectively with diverse individuals and groups.
- Adapt to changing work priorities and manage interruptions.
- Maintain confidentiality and manage multiple tasks.

Responsibility
Provide direction and support to district administrative staff. Ensure compliance with Board expectations and statutory requirements.

Work Environment
Normal office conditions with minimal environmental risks. Generally, the job requires 60% sitting, 20% walking, and 20% standing. Frequent interaction with public, staff, elected officials, and media, involving potential for conflict.

Experience
Progressively responsible educational leadership experience preferred
District-level and large district experience preferred

Education
Master's Degree in Educational Administration or Leadership required
Ph.D. or Ed.D. preferred

Certificates and Licenses
North Dakota School Superintendent's Credential
Current North Dakota Teacher's License

Continuing Education/Training
Participate in ongoing training and professional development as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
Determined by the School Board

Terms of Employment
Twelve-month position

Evaluation
Job performance evaluated annually by the BPS School Board in accordance with ND State Century Code guidelines

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.