

DISTRICT SUPERINTENDENT

Purpose Statement

The job of District Superintendent was established for the purpose/s of managing the overall operation of the district as designated by the Governing Board by addressing administrative needs and processes; establishing long and short term goals and procedures and ensuring compliance to policies and/or codes.

This job reports to Board of Trustees

Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Assists the Governing Board and/or other management groups for the purpose of developing and implementing procedural, organizational and operational goals for the district.
- Collaborates with others (e.g. district personnel, other districts, community organizations, etc.) for the purpose of implementing and/or maintaining services and programs.
- Composes a wide variety of materials (e.g. reports, memos, letters, policies, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Delegates administrative and/or program functions for the purpose of meeting district goals and objectives.
- Develops proposals, long and short range plans, budgets and grant opportunities for the purpose of fulfilling state education code requirements, Board policies and meeting District goals.
- Facilitates communication between personnel, students, parents and/or the public for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements solutions to a variety of complex issues (e.g. budgeting, curriculum, negotiations, etc.) for the purpose of fulfilling state education code requirements while addressing the needs and responsibilities of the district.
- Maintains professional and personal skills for the purpose of providing effective leadership to the district.
- Monitors a variety of programs and processes for the purpose of directing staff activities and complying established financial, legal and/or administrative requirements.
- Oversees use of all district funds and facilities for the purpose of achieving the district's educational goals with a maximum of efficiency in accordance with district, state and federal requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.
- Presents information on a wide variety of subjects (e.g. strategic plan, budget, enrollment, legislation, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Reviews a variety of information (e.g. education code, legal decisions, district practices, etc.) for the purpose of assessing impact on district, making recommendations and/or addressing a variety of administrative needs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: supervisory experience.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; working with detailed information/data; working with frequent interruptions; setting priorities; meeting deadlines and schedules; maintaining confidentiality; establishing effective relationships; communicating with diverse groups; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Doctoral degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

None Specified

FLSA Status

Not Evaluated

Approval Date

Salary Grade

Administrator