



DISTRICT ADMINISTRATION

Superintendent

Leading learning, stewardship, and community trust across Barnesville.

This full-time, 12-month salaried position serves as chief executive officer for the school district. The Superintendent provides leadership in developing and maintaining high-quality educational programs and services and administers all functions of the district.

Position at a Glance

EMPLOYMENT

Full-time | 12-month | Salaried

REPORTS TO

School Board

DEPARTMENT

District Office

SUPERVISES

All district personnel

WRITTEN AND REVISED

September 2026

JOB EVALUATION DATE

January

Role Focus

40%



DISTRICT LEADERSHIP | Programs, strategy, and improvement

25%



ACCOUNTABILITY | Performance, finance, facilities, and planning

20%



SCHOOL BOARD | Governance support and policy implementation

10%



COMMUNICATION | Internal, community, and public relations

5%



STAFF LEADERSHIP | Hiring, supervision, evaluation, and growth

Qualification Snapshot

EDUCATION

Master's or specialist degree required

EXPERIENCE

3 or more years as a superintendent or principal desired

LICENSURE

Minnesota Superintendent license required

Core Capabilities

- Working knowledge of all aspects of a public school district.
- Ability to lead and supervise people with varied skills and responsibilities.
- Effective, timely, and successful decision-making skills.
- Ability to build positive relationships with the School Board, employees, students, families, and community.
- Excellent written, verbal, interpersonal, and organizational skills.
- Ability to analyze data, manage resources, and communicate clear direction.
- Sound professional judgment, discretion, and commitment to confidentiality.
- Ability to remain effective while managing competing priorities, frequent interruptions, and high-stakes decisions.

01

Districtwide Leadership

40%*Programs, systems, strategy, and continuous improvement*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership for all school district programs and processes.
- Articulates a mission and vision for the school district and leads the creation and implementation of the district's strategic plan.
- Leads continuous improvement efforts focused on expanding student opportunities and increasing achievement through collaboration with stakeholder groups.
- Ensures the delivery of high-quality curriculum, instructional programs, student services, and activities.
- Directs and coordinates the efforts of the district's administrative leadership team.
- Ensures compliance with district policies and all applicable state and federal standards and requirements.

02

Accountability & Stewardship

25%*Performance, planning, finance, facilities, and organizational health*

- Implements accountability systems and leads the school district through continuous improvement efforts.
- Develops short- and long-range plans to address identified needs through the collection, disaggregation, and analysis of relevant data.
- Disseminates information related to the school district's progress.
- Holds district staff accountable to performance expectations, goals, and standards.
- Oversees the district's financial condition and recommends budgetary actions to the School Board to support long-term fiscal health.
- Ensures district facilities and grounds are adequately maintained, safe, secure, and responsive to current and future needs.

03

School Board Leadership

20%*Governance support, policy implementation, and informed decision-making*

- Coordinates School Board activities and serves as chief executive officer under the direction of the Board.
- Implements and executes the decisions and policies of the School Board.
- Prepares the agenda for each meeting, attends all meetings, and participates in Board deliberations as an ex-officio member.
- Makes recommendations and provides information to support Board decisions on compensation, negotiations, curriculum and instruction, financial and facilities planning, policies, and the general welfare of the district.

04

Stakeholder Communication

10%*Internal communication, community relations, and public representation*

- Communicates effectively, both orally and in writing.
- Serves as spokesperson for the school district internally and externally.
- Represents the district with professional and business organizations, government agencies, and the general public.
- Responds to matters brought to the School Board and promotes positive community relations.

05

Staff Leadership

5%*Recruitment, supervision, evaluation, accountability, and professional growth*

- Ensures the hiring of qualified and competent staff.
- Hires administrators and makes recommendations to the School Board regarding the hiring and retention of district personnel.
- Supervises and evaluates members of the administrative leadership team.
- Ensures professional development opportunities are provided to district staff.

06

Professional Context

Decision-making, working conditions, and performance expectations

Decision-Making, Freedom to Act, and Major Challenges

The Superintendent is directly responsible to the School Board for decisions made on behalf of the district. Authority is delegated based on circumstances. Decision-making is guided by employment contracts, Board policies and procedures, past practice, and state and federal law.

Working Conditions

Most work is performed in typical office and school settings. The position requires travel between district buildings and travel away from the district for meetings, professional activities, and other responsibilities.

Physical Effort

The position requires sustained periods of sitting, attending meetings, moving throughout district facilities, and working with technology and office equipment.

Mental Effort

The position requires high-stakes decision-making; development and interpretation of policy; collaboration with state departments, community organizations, and other entities; effective delegation; and the simultaneous management of multiple priorities. The Superintendent analyzes and interprets data, conducts research, manages resources, visualizes outcomes, and evaluates the performance of others.

07

Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the School Board.

Supervision of Others

The position includes responsibility for all district employees.

Machines, Tools, Equipment, Electronic Devices, and Software

- Operates various office equipment, technology equipment, and related software.

Job Outcomes

- Projects a positive, cooperative, and respectful attitude with community members, parents, students, and employees.
- Provides the School Board with adequate information and guidance for informed decision-making.
- Provides leadership in planning programs and future direction so the district offers appropriate educational services for a changing society.
- Provides leadership to administrators and directors so buildings and departments operate smoothly and efficiently while delivering high-quality educational programs.
- Ensures district facilities are adequately maintained and needs are addressed in a timely manner.
- Oversees development and administration of the district budget and financial management to assure efficient and appropriate allocation of funds in accordance with state regulations and generally accepted accounting principles.
- Ensures the district recruits and selects high-quality employees and provides evaluation and professional development opportunities that maintain and improve performance.
- Provides a coordinated, high-quality curriculum that is continually reviewed and updated.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by the School Board. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.