Bullard Independent School District
Superintendent Job Posting

Bullard Independent School District seeks an innovative, student-driven leader for Superintendent of Schools.

Bullard ISD is a growing district spanning the southern edge of Smith and the northern edge of Cherokee counties in East Texas. Bullard ISD has approximately 2,800 students and 485 employees, serving grades pre-K through twelfth grade, and boasts rigorous and engaging academic, extracurricular, and athletic offerings for all students.

Job Requirements:

- Masters Degree in educational administration from an accredited college or university
- Valid Texas Superintendent Certificate
- Five years of leadership in school administration in a Texas school district

Apply to: Doug Williams
dwilliams.impacted@gmail.com
Impact Education Specialists

APPLICATIONS MUST BE RECEIVED BY 5:00 p.m. on November 25, 2026

Application submission:
Please include the following with your submission:

- Letter of interest
- Current resume
- Texas Superintendent certificate copy
- Transcript(s) indicating degrees obtained
- References

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

1. Be informed about all aspects of the instructional program and ensure that there is a continuous focus on improving student academic performance.

2. Work with the staff, board, and community to plan curriculum.
3. Develop, evaluate, and revise the district improvement plan annually with the assistance of the district-level committee.
4. Prepare reports and assist the board in evaluating the effectiveness of school programs.

School or Organization Morale

5. Demonstrate skill in anticipating, managing, and resolving conflict.
6. Provide for two-way communication with district personnel.

School or Organization Improvement

7. Conduct periodic evaluations of all programs and operations to determine improvements needed to reach goals of district and campus improvement plans.
8. Use a collaborative decision-making and problem-solving process when appropriate.
9. Promote goal-oriented performance and support the achievement of campus performance objectives (academic excellence indicators).

Personnel Management

10. Recommend the number and types of positions needed to carry out district functions effectively and organize the district's central administration.
11. Promote a positive work environment that fosters high staff morale and excellence in the district.
12. Employ non-contractual personnel. Recommend contractual personnel for employment.
13. Assign and reassign all personnel. Exercise final authority over transfer of educators due to enrollment shifts or program changes.
14. Define the duties of all personnel.
15. Direct and supervise the staff evaluation program.
16. Initiate the termination or suspension of employees or non-renewal of term-contract personnel. Dismiss non-contractual personnel.
17. Serve as liaison between the board and staff.
18. Develop and recommend pay systems, pay increases, or pay adjustments for personnel. Administer pay systems.
19. Support all professional development activities.

Management of Fiscal, Administrative, and Facilities Functions

20. Be informed of developments in state, federal, and local laws and changes in public policy affecting education.

21. Develop administrative procedures and regulations to manage school operations and implement policies adopted by the board.
22. Accurately prepare and submit in a timely manner all reports required by the board, the Texas Education Agency, and other federal and state agencies and any records subpoenaed by a court of law.
23. Prepare and submit annual proposed budget to the board.
24. Direct and supervise all financial accounting and ensure that funds are spent in accordance with the approved budget and managed effectively.
25. Ensure compliance with all applicable state and federal requirements.
26. Ensure that the school plant and facilities are properly maintained and that adequate provision is made for the safety of students, employees, and other users of school facilities.
27. Monitor district property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed.

Student Management

28. Ensure a favorable educational environment through the implementation of an equitable and effective system of student discipline management.
29. Work with staff, board, and community to plan and implement support services for students.

Professional Growth and Development

30. Formulate, with the board, an annual professional development plan and assist the board in designing a process for evaluating the superintendent's performance.
31. Pursue professional development through reading, attending conferences, and involvement with related agencies or organizations.

School or Community Relations

32. Develop and implement effective communication between the schools and community. Promote community support and involvement with the schools.
33. Represent the district in activities involving other school systems, institutions, agencies, and professional or community groups.

Board Relations

34. Assist the board in identifying individual and team training needs and in arranging training opportunities.
35. Prepare board agendas and meeting materials in cooperation with the board president.

36. Attend and participate in all board meetings except closed meetings from which the superintendent is excluded, such as when the board wants to discuss the superintendent's contract or evaluation privately.
37. Keep the board continuously informed on issues, needs, and operation of the district.
38. Recommend policies to the board for adoption and oversee the implementation of adopted policies.
39. Exercise discretion and judgment in matters not covered by board policy.
40. Interpret board policies to the staff and community and implement them accordingly.
41. Serve as custodian of all board minutes and records.
42. Communicate with the district's attorney on matters in litigation or matters potentially in litigation, except as otherwise directed by the board.