

## QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

- TITLE:** Superintendent of Schools
- QUALIFICATIONS:** Required State Certification with minimum Specialist Degree. Successful experience as an educational leader and administrator with not less than five (5) years public school experience. Other qualifications as determined by the Board.
- REPORTS TO:** Board of Education
- SUPERVISES:** Central Office administrators and school principals; through them, all personnel of the district.
- JOB GOAL:** To provide for effective administration of all schools and departments, and educational leadership throughout the school system and community.

### PERFORMANCE RESPONSIBILITIES

#### **Management**

1. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
2. Interprets and clarifies the district goals and philosophy of education to Board, staff, students and public.
3. Directs efforts of employees by organizing and developing job descriptions and organizational charts. Inspires others to highest professional standards. Organizes a planned program of staff evaluation and development.
4. Serves as chief executive officer of the Board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the Board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
5. Maintains directly or through delegation, such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
6. Directs the preparation of an annual budget and submits it to the Board in accordance with law.
7. Guides the process of fiscal planning, budgetary development, interpretation and development of salary of all personnel, and implements the Board approved budget.

8. Approves and directs, in accordance with law and regulations of the board, purchases and expenditures, within the limits of the budget.
9. Oversees the processing and submission of required reports.
10. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the Board's approval.
11. Works with the Board appointed negotiators on staff negotiations with professional and nonprofessional personnel.
12. Exercises leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the Board and electorate regarding construction and renovation projects.
13. Disposes of all property no longer needed by the school district, unless said property exceeds statutory limits. In such case, superintendent would recommend to the Board, disposal of said property and supervise proper execution of such sales.
14. Supervises the establishment or modification of school attendance and transportation areas subject to approval of the Board.
15. Implements proper attendance and discipline policies of students.
16. Implements policies regarding employees' leaves as well as all other policies of the Board.

### **Staff Relationship**

1. Directs the professional supervisory staff in its supervision of the schools under his/her charge; through this staff, directs, assigns and assists teachers and other educational employees in the performance of their duties. Treats all employees without favoritism or discrimination.
2. Directs the work of the professional staff in the curriculum improvement process, implementation and evaluation. Utilizes the talents of the professional staff and encourages them to seek community involvement.
3. Acts as liaison between the Board personnel, working toward a high degree of understanding and respect between the staff, and between the Board and staff.
4. Coordinates the work, delegates authority and provides counsel to administrative staff members.
5. Communicates directly or through delegation, all actions of the Board relating to personnel matters to all employees and receives from employees all communication to be made to the Board.
6. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
7. Develops and executes sound personnel procedures and practices. Evaluates the performance of Central Office administrators and building principals.
8. Encourages participation of appropriate staff members and groups in policy planning, procedures, interpretation and recommendations.

## **Board Relationship**

1. Attends all meetings of the Board except those concerned with own contract status and takes part in the deliberations, but does not vote. Prepares agenda and necessary reports and information for each regular meeting.
2. Has the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employee of the Board as provided by law and the policies of the Board.
3. Keeps the Board informed about the status of the school system as well as educational trends and practices.
4. Acts on own discretion if action is necessary in any matters not covered by Board policy, reports such action to the Board as soon as practical and recommends policy in order to provide guidance in the future.
5. Offers professional advice to the Board on items requiring Board action, making recommendations based on thorough analysis, using legal counsel when appropriate.
6. Bases any position upon policy, principle and philosophy. Makes every effort to convey those beliefs to the Board. When an honest, objective difference of opinion exists between the superintendent and any or all members of the Board, makes an earnest effort to resolve such difference. If the Board's position is otherwise, supports the Board's decision.

## **Community/Public Relations**

1. Represents the district in dealings with other school systems, business firms, government agencies and the news media.
2. Establishes credibility as a community leader in public education. Supports Board policy and action.
3. Participates in community life and activities. Encourages community involvement in school life and activities. Solicits opinions from divergent groups and individuals, and responds respectfully to identified concerns.

## **Personal Qualities**

1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters. Defends principle and conviction in the face of pressure and influence.
2. Accepts constructive criticism.
3. Demonstrates effective communication skills in dealing with Board, staff and public, especially when confronted with unexpected or disturbing events.
4. Maintains an appropriate sense of humor.
5. Serves as role model for wellness in appearance, personal habits and behavior.

## **Professional Growth, Leadership and Conduct**

1. Keeps informed of modern educational trends and practices by advanced study, attending educational conferences and by other appropriate means. Reports these issues to the Board as needed.
2. Interacts with educators from other districts and state legislators to promote educational issues.
3. Develops short term priorities and long term visions for educational excellence in the district.
4. Behaves in a manner expected of the community's educational leader.

## **Other**

Performs such duties as determined by the Board.

(ADOPTION DATE: March 8, 1982)

(REVISION DATE: April 26, 1999)

(REVIEWED DATE: November 24, 2003)