

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: 1. As set by state board of education
2. Such other qualifications of academic, professional and/or personal excellence as Board may specify

REPORTS TO: Board of Education

SUPERVISES: Directly, or indirectly every district employee

FUNCTION: To inspire, lead, guide, and direct every member of administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with complete, meaningful and high quality education

RESPONSIBILITY:

AUTHORITY:

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| 1. Board Relations | 1. Preparation of reports and materials for Board; presentation of reports to Board; recommendations to Board; responding to requests from Board; keeping Board informed about operations in district; to act (authorize, approve/disapprove) on behalf of district between Board meetings; implementation of Board action; and attends and participates in all meetings of Board except executive sessions of those meetings which are concerned with Superintendent's employment |
| 2. Community-Public Relations | 2. Contacts with media; interpreting district problems and concerns to community and public; interpreting educational program to community; responding to concerns of community; and periodic communications (publications, reports, newsletters, etc.) to community |
| 3. Staff Personnel Management | 3. Employment of personnel; utilization of employed personnel; administration of personnel policies and procedures; administration of salary and benefits program; direction of employee relations program; and administration of personnel evaluation programs |
| 4. Business and Fiscal Management | 4. Determination of educational needs of district; forecasting financial requirements; budget preparation; management of budget allocations; cost accounting and cost effectiveness management; procurement of equipment, materials, supplies, etc.; and financial reporting |

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| 5. | Facilities Management | 5. | Planning and providing physical facilities; management of maintenance of buildings and grounds; providing for security and safety of personnel and property; planning for and managing modifications, renovations, expansions, and discontinuation of facilities; and directing utilization of facilities |
| 6. | Curriculum and Instructional Management | 6. | Keeping current with trends and developments in curriculum and instruction; initiating new programs, modifying existing ones, and discontinuing others; direction of supervision of instruction; monitoring effectiveness of instructional programs; assessment of effectiveness of instructional programs; planning and direction of inservice and staff development; and management of state and federal programs and projects |
| 7. | Management of Student Services | 7. | Providing comprehensive student personnel services; management of enrollment and attendance policies and procedures; management of student behavior and discipline; providing for health and safety of students; and liaison with community agencies concerned with student services |
| 8. | Comprehensive Planning | 8. | Developing and implementing short and long-range planning; developing management systems; training administrators and supervisors in planning; accountability procedures; and evaluation of planning results |
| 9. | Professional and Personal Development | 9. | Keeping staff current professionally; representing district at local, state and national meetings of interest to education; contributions to profession by writing and speaking; and participation in local, state, and national professional organizations |

TERMS OF EMPLOYMENT: Twelve months per year at salary to be negotiated with Board

EVALAUTION: Performance of this job will be evaluated in accordance with provisions of Board's contract with Superintendent