

## **Superintendent of Schools**

### **Qualifications:**

1. An earned superintendent's certificate from an accredited college or university.
2. At least eight years of successful experience in teaching, administrative, and/or supervisory fields.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Board of Education

**Supervises:** Directly or indirectly, all employees of the district.

### **Position Goal:**

To inspire, lead, guide, and direct every member of the 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 a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

### **Performance Responsibilities:**

1. Interprets for the staff and implement all Board policies and all state laws relevant to education.
2. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
3. Represents the Board as liaison between the school district and the community.
4. Exercises leadership in the development of a program of school/community relations to keep the public well informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
5. Maintains liaison with social, professional, civic volunteer and other community agencies and groups having an interest in the schools.

6. Interprets the philosophy, goals, and objectives of the school program to the Board, administration, staff and the community at large, as appropriate.
7. Provides staff leadership to insure understanding of and promote the educational objectives of the district.
8. Provides leadership in the development of long range plans for the schools, including curriculum, personnel, facilities, learning mode(s) and finances.
9. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.
10. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
11. Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
12. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
13. Files, or causes to be filed, all reports required by the State and the school codes.
14. Directs and coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps.
15. Directs and coordinates building administrators in the planning and implementation of effective programs of supervision.
16. Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.
17. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for the educational growth and welfare of the students.
18. Defines educational needs and formulates policies and plans for recommendation to the Board.
19. Makes all administrative decisions within the school necessary to the proper function of the school district.
20. Conducts periodical district administrative cabinet meetings.

21. Directs, through the supervisor of food services, the cafeteria services and the school lunch program.

22. Performs such other tasks as may, from time to time, be assigned by the Board

**Terms of Employment:**

Twelve (12) months. Salary and work year to be established by the Board.

**Evaluation:**

Performance of the position will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

Date of Adoption:

Legal Reference: