

POSITION DESCRIPTION: SUPERINTENDENT

General Description:

The Superintendent serves as the chief executive officer of the school district. The Superintendent also administers to the daily operations of the school. The Superintendent is an ex officio member of the Board of Education and serves as their professional advisor. In all of these capacities the Superintendent's major responsibility is to translate the Board's goals and objectives into operational programs.

Major Responsibilities:

Board of Education

1. Professional advisor to the Board
2. Prepare preliminary agenda (approved by President) for the board meetings
3. Provide for required Legal Notices
4. Prepare and distributes information related to agenda items of board meetings
5. Attend all board meetings and meetings of board appointed committees
6. Handle all legal aspects of school board elections
7. Keep the Board informed of emerging issues and emergencies

Policy

1. Advisor to the Board in the formulation of policies for the District
2. Develop and implement plans for the execution of District policies
3. Make and administer rules and regulations to govern District operations

Planning

1. Oversees the on-going development of the vision for the District
2. Works with the Board to determine District goals and priorities
3. Executes activities to monitor the progress and accomplishment of all plans

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Personnel

1. Recruitment and selection of all staff
2. Deployment of all staff
3. Assist with annual evaluation of all staff
4. Advisor for collective bargaining (negotiations)
5. Process grievances
6. Assist with the organization and facilitation of staff meetings and in-services
7. Monitor substitute use and effectiveness

Finance

1. Provide leadership for fiscal planning
2. Establish budget priorities
3. Prepare preliminary budget for Board
4. Monitor compliance with laws and regulations regarding budget
5. Coordinate purchasing: local and area
6. Ongoing responsibility to identify efficiencies and economies
7. Review and monitor all contracts

Students

1. Assist in developing, implementing, and monitoring program of student conduct
2. Assist in monitoring student achievement/progress
3. Assist in monitoring compliance with all special education laws
4. Assist in providing activities for students that recognize achievement
5. Supervise student transportation
6. Handle all discipline beyond the principal

_____ Initials _____

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Curriculum

1. Monitor and evaluate all programs and standards
2. Identify priorities for curriculum review
3. Coordinate curriculum writing
4. Coordinate Summer School
5. Develop and implement a schedule that provides the best program for students
6. Assist in coordinating all standardized testing
7. Keep abreast of best practices

Public Relations

1. Write and publish newsletter to parents
2. Daily Bulletin to staff and students
3. Quarterly communication with residents in the district
4. Promote, organize, and participate in celebrations of success
5. Work closely with the PTO and Booster Club
6. Organize special information nights such as PIN, Eighth Grade Planning, etc.
7. Provide opportunities for face-to-face communication

Facility

1. Monitor maintenance of building
2. Monitor the calendar of use of facility
3. Implement and monitor system for keeping facility secure
4. Prioritize facility and equipment needs
5. Develop emergency evacuation plans

State and Area Connections

1. Participate in area administrative meetings. Provide leadership as needed
2. Attend state meetings as necessary
3. Comply with all reporting requirements: area, state, national
4. Monitor all legislative activity. Engage as needed.

_____ Initials _____

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Personal Growth and Professional Development

1. Participate in staff development activities: state and national
2. Keep current with educational research and literature

Accountability:

The Superintendent is responsible to the Board of Education. Annually, the Board will conduct an evaluation of the Superintendent as set forth in Policy 201.1. The Superintendent will receive copies of written evaluations and may be asked to prepare a self-evaluation for the Board. The Board will meet with the Superintendent in executive session to review the annual evaluation of the Superintendent.

APPROVED: November 17, 1999

REVISED: August 10, 2006

EDITED: May 16, 2012

Confirmed by: _____, President

_____, Clerk