

## **SUPERINTENDENT OF SCHOOLS**

### **PRIMARY FUNCTION:**

The Superintendent serves as the chief executive officer of the District and Secretary to the Board and shall assume the responsibility to manage and direct all affairs of the District, including general control of all certificated and classified employees of the District. The following division heads shall be directly responsible to him/her: Assistant Superintendent, Business; Assistant Superintendent, Human Resources; Assistant Superintendent, Learning Support.

### Professional Responsibilities

1. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
2. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
3. Maintain personal standards of grooming and professionalism.
4. Maintain standard of promptness in carrying out assignments.
5. Use discretion to analyze situations and develop action plans in all matters not covered by policy.

### **ESSENTIAL FUNCTIONS:**

1. Carry out all pertinent laws, policies, and regulations.
2. Effectively communicate accurate and timely information to all stakeholders.
3. Ensure staff compliance with policies, procedures and collective bargaining agreements.
4. Establish pertinent councils, cabinets, and committees which he/she deems necessary for proper administration of policy and for the improvement of the educational program.
5. Evaluate and monitor the District's instructional program and operation of safe, secure school sites.
6. Execute all decisions made by the Board concerning the internal operations of the school system.
7. Inform the Board of the needs of the school system, recommend priority in which needs are to be met, and recommend plans for their accomplishment.
8. Investigate infringement of legal rights of the District.
9. Make recommendations to the Board concerning District attendance and boundaries and transportation needs.
10. Participate in discussions of contemplated Board action.
11. Play a key role in the collective bargaining process, working closely with the Board and its chief negotiator without becoming involved in direct negotiating.

12. Provide for the general supervision of all certificated and classified personnel and give direct supervision and evaluation to staff members who report directly to him/her.
13. Provide general supervision in the continuous improvement of the educational program of the District.
14. Provide general supervision of budget preparation and execution.
15. Provide general supervision of the management practices, programs, and procedures of the schools and other administrative units of the District.
16. Provide information to the Board as required by law, policy, Board request, or upon his/her own initiative.
17. Recommend all persons who are to be considered for employment by the Board.
18. Recommend policy proposals and revisions to the Board.
19. Require staff members to maintain adequate and accurate records dealing with finance, business, property, personnel, educational services, pupil services, and the operation of the schools.
20. Serve as chairperson of the Management Team Cabinet.

Other Duties and Responsibilities:

1. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years teaching experience in a public school setting. Experience as site principal or Assistant Superintendent required.

**EDUCATION/CREDENTIALS:**

Bachelor’s degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master’s degree and Administrative Services credential.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment; subject to driving to conduct work.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campuses and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.