



SUPERINTENDENT

Revision Date: 09/12/18

BRIEF DESCRIPTION OF POSITION

The Superintendent will administer the schools in conformity with the adopted policies of the District, Federal and State law making such administrative rules and regulations as may be necessary. He/she is ultimately responsible for instruction, business management, personnel, pupil personnel, adult education, employee relations, information and community services, and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community. The Superintendent shall serve as Chief Executive officer of the District and Secretary to the Board of Trustees.

MAJOR DUTIES AND RESPONSIBILITIES

A. Educational Leadership

1. Conducts periodic evaluations of the total school program; recommends and coordinates the development, implementation, and maintenance of an educational program in accordance with the District's Mission Statement and the annual Educational Priorities.
2. Keeps the Board informed about the status of the school system, as well as current educational trends and practices.
3. Provides leadership to site principals in the development of educational programs that meet the needs of all students.
4. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in textbooks to be used in the schools.

B. Board Relations

1. Informs and advises the Board about the programs, practices and concerns of the community and keeps the Board informed of the activities operating under the Board's authority.
2. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
3. Deals in an honest, professional, straight-forward, open-and-above board matter with the Board of Trustees.

C. School and Community Relations

1. Represents the District before the public and maintains, through cooperative leadership both within and without the District, such a program of publicity and public relations as to keep the public informed of the activities, needs and successes of the schools.
2. Represents the District, either personally or through delegated representatives, as various school, community, association, and government activities.

D. Personnel

1. Assures the development and operation of personnel policies, rules and regulations in seeking and maintaining the highest quality of personnel
2. Nominates for appointment, assigns, and defines the duties of all personnel, subject to the approval of the Board.
3. Provides leadership and direction to the management personnel of the District in their efforts to carry out the educational priorities of the District.
4. Provides a program of personal development and professional growth for all personnel.
5. Oversees negotiations and contract administration.

E. Business Management

1. Directs the development of the district budget as the primary fiscal plan for the implementation of the District educational priorities; administers the adopted budget within legal requirements and Board policy.
2. Establishes and maintains efficient procedures and effective controls for all expenditures of District funds in accordance with the adopted budget, subject to direction and approval of the Board of Trustees.

F. General Administration

1. Initiates and guides the development of policies for Board consideration and develops such administrative rules and procedures as may be necessary to implement Board policies.
2. Interprets and clarifies the purpose and needs of the District to Board, staff, students and the public.
3. Attends and participates in all meetings called by the Board of Trustees.
4. Supervises the effective administration of all constitutional or statutory laws, Federal and State regulations, and Board policies.
5. Assists the Board in developing educational priorities in accordance with Board policies.
6. Represents the Board as liaison between the District and community.
7. Provides leadership and direction to the District's School Safety Plans.

G. Other

1. Attends such conventions and conferences as are necessary to keep abreast of the latest educational trends.
2. Performs other tasks as may be assigned by the Board of Trustees.

REQUIREMENTS

WORK YEAR: 12 months

CREDENTIAL: Current valid secondary teaching credential; current valid administrative credential.

EDUCATION: Master's degree or equivalent.

EXPERIENCE: Five years of successful secondary teaching; five years of full-time experience in administration, including site administration. Principal experience (preferred). Bilingual (Strongly preferred).

SALARY: To be negotiated.

The Board of Trustees shall have the complete authority over the selection of the District Superintendent.