

**QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
(Job Description)**

TITLE: Superintendent of Schools

QUALIFICATIONS: Required state certification with at least a master's degree. Successful experience as an educational leader and administrator with not less than five years of public school experience. Other qualifications maybe determined by the board.

REPORTS TO: School Board

SUPERVISES: Business manager, secretary, head custodian, head cook and school principals; through them, all personnel of district.

JOB GOAL: To provide for effective administration of all schools and departments, and educational leadership throughout the school system and community.

PERFORMANCE RESPONSIBILITIES:

Management

Exercises appropriate leadership in policy development.

Directs efforts of employees by organizing and developing job descriptions and organizational charts.

Serves as chief executive officer of the board except as otherwise provided by law; makes rules not in conflict with law or with the policies of the board and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of schools.

Directs the preparation of an annual budget and submits it to the board in accordance with law.

Approves and directs, in accordance with law and regulations of the board, purchases and expenditures, within the limits of the budget.

Exercises leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district to ensure timely decisions by the board and electorate regarding construction and renovation projects.

Supervises the establishment or modification of school attendance and transportation areas subject to approval of the board.

Implements proper attendance and discipline policies of students.

Implements policies regarding employees' leaves as well as all other policies of the board.

Board Relationships

Attends all meetings of the board except those meetings concerned with his contract status and the board deliberation portion of formal due process hearings. Actively participates in board discussion. Prepares agenda and necessary reports and information for each regular meeting.

Has the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employee of the board as provided by law and the policies of the Board.

Staff Relationship

Directs the professional supervisory staff in its supervision of the schools under his charge; through this staff, directs, assigns and assists teachers and other educational employees in the performance of their duties.

Directs the work of the professional staff in the evaluation of curriculum and textbooks; and upon the basis of such study, makes recommendations to the board.

Acts as liaison between the board personnel, working toward a higher degree of understanding and respect between the staff, the board, and the staff.

Public Relations

Represents the district in dealings with other school systems, social institutions, business firms, government agencies, and the school public.

Keeps the public informed about modern educational practices.

Personal Qualities

Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

Promotes professional growth through attendance at a school administrators' conference each year.

Uses effective communication skills in dealing with board, staff, and public.

Other

Performs such other duties as determined by the board.