

DURANGO SCHOOL DISTRICT 9-R SUPERINTENDENT'S JOB DESCRIPTION

Job Title: Superintendent of Schools
Date Last Modified: December 9, 2011
Work Year: 261 days
Department: Superintendent's office
Reports To: Board of Education

SUMMARY The superintendent performs the usual and necessary duties and tasks of the chief executive officer of a school district, subject to the direction and control of the Board of Education. The superintendent shall have charge of the administration of the schools and shall discharge that responsibility in accordance with state and federal law and Board policy.

The Board of Education uses policy governance as its method of running the district. The superintendent is the board's primary employee, and it is the superintendent's role to evaluate and monitor the rest of the district's staff. The Board uses a detailed monitoring system to measure district and superintendent performance through its Superintendent Expectation Policies.

The Board's governing policies, including Board Culture, Board/Superintendent Relationship policies, Durango School District 9-R Mission Statement, five-year Strategic Plan and Master Agreements can be found on the district's web site at www.durangoschools.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES Using the Mission Statement as a guide, the primary responsibility of the superintendent is to comply with the provisions of the Strategic Plan, the Superintendent Expectation Policies, and to uphold and maintain high expectations for students and staff. This responsibility is further defined in the Board/Superintendent Relationship and Superintendent Expectations Policies that are an integral part of this job description. In performing these duties, the superintendent may delegate responsibilities to other staff members, but such delegation does not relinquish the superintendent's ultimate responsibility for results and accountability for district actions.

EDUCATION, TRAINING & EXPERIENCE Graduate degree in education, educational leadership, or other related degree, preferred. Demonstrated successful teaching experience, principal experience and central office/superintendent experience, preferred.

CERTIFICATES and LICENSES Colorado Department of Education administrator's or principal's license, or eligibility to obtain the license preferred. Eligibility to obtain a valid Colorado Driver's License and use of private means of transportation is required.

SKILLS & KNOWLEDGE Extensive and successful experience as well as a demonstrated commitment preferred in the following areas:

- Strong written and verbal communication skills with a proven ability to plan, supervise, facilitate, and evaluate.
- Instructional leadership, coaching/mentoring, and accountability models.
- Curriculum and instruction, special programs, and data driven decision-making.
- Public school financing and fiscal operations, human resources, transportation, facilities, and food services.

DECISION MAKING Requires management knowledge and experience in:

- Using various decision-making and leadership styles to advance the district's student achievement and employee management;
- Short term and long term planning;
- School budgeting and finance;
- The impact decisions will have on the operations, personnel, financial status, and public opinion.

COMMUNITY RELATIONS Constructive dialogue is expected between the Superintendent and district staff, students, parents and the community. Daily/weekly contact with classified staff and professional staff to set and monitor critical policy and maintain relationships. Daily/weekly contact with administrative leadership team to set and monitor critical policy and maintain relationships. Weekly/monthly contact with general public, local government, and state legislature/congressional staff, employee associations, and vendors/contractors to maintain relationships. Weekly/monthly contact with students and media to maintain meaningful dialogue on educational issues. Contact with appropriate parties to negotiate controversial matters. Weekly/monthly contact with the Board to set and monitor

critical policies and maintain relationships.

SPAN OF CONTROL Evaluate and supervise the Assistant Superintendent, Executive Director of Human Resources, Chief Financial Officer, Building Principals, and the Executive Assistant to the Superintendent/ Board Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; promoting and transferring employees; planning, assigning, and directing work; appraising performance; rewarding, disciplining, and terminating employees; and addressing complaints and resolving problems. Responsible for budget development and accountability.

COMPLEXITY OF WORK Work is assigned by the Board of Education and self-directed within the requirements of District policy and regulations, state and federal law, and Colorado Department of Education policy. Requires independent thinking; interpretation; strong facilitation, interpersonal, analytical, and communication skills. Requires judgment to meet varying conditions and to resolve situations where procedures, laws, or guidelines are not applicable or unclear.

OUTSIDE ACTIVITIES The Superintendent is expected to be an internal and external leader. However, the duties of running the school district must always receive adequate time and energy and take precedence over any outside activity.

PHYSICAL DEMANDS While performing the duties of this job, the Superintendent is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The Superintendent frequently is required to move about, deliver speeches, sit, talk and hear. The Superintendent must be physically able to perform the essential duties of the position with or without reasonable accommodation and without hazard to himself/herself or others.

MENTAL See "Complexity of Work" above. The Superintendent must be able to perform the essential duties of the position with or without reasonable accommodation and without hazard to himself/herself or others.

WORK ENVIRONMENT The noise level in the work environment is usually moderate.

BENEFITS Benefits negotiated upon hire.