

## **SUPERINTENDENT**

### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Directly responsible to the Governing Board for the overall planning, organizing, directing, and coordinating of the total educational program of the School District. Shall be the chief executive officer of the Board and shall exercise general supervision over all the District public elementary and middle schools, and all employees of the elementary and middle schools shall be responsible to the Superintendent.

### **ESSENTIAL JOB FUNCTIONS:**

- Propose new policies to the Board for adoption as necessary for such arises and shall, together with the staff, determine the methods by which the policies of the Governing Board are executed
- Make rules and regulations regarding routine matters which have not been specifically provided for in the rules and regulations of the Board
- Perform such duties as the Board may require, and in the absence of specific rules and advice of the Board, shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising may demand, subject to later consideration of and action by the Board
- Attend all meetings of the Board and keep the Board informed of conditions of the schools under the Superintendent's supervision
- Transmit all communications from the Board to members of the staff and shall transmit all communications from them to the Board
- Receive communications relative to school affairs and consult with individuals having business with the Board
- Responsible for interpreting the philosophy, aims, and objectives of the teaching program of the schools to the community
- Hear complaints regarding the schools and act as moderator and/or judge in matters of controversy relating to school affairs. The Board shall take no action on such matters except on an appeal from the Superintendent's decisions.
- Delegate to his associates any of the powers and duties which the Board has assigned to him/her. However, the Superintendent shall continue to be responsible to the Board for the execution of the powers or duties delegated.
- Organize the administrative staff and all other personnel of the school District to establish the necessary leadership and authority for efficient working relationship among all employees
- Works closely with the members of the Governing Board in the formulation of policies to improve the educational system and services for students and the community

### ***Personnel:***

- Make recommendations for appointment, promotion, demotion, and discharge of all school employees. No vacancy shall be filled without the Superintendent's recommendation.
- Issue bulletins, circulars, courses of study, and other material for the improvement of the schools
- Appraise the quality of performance of all personnel with a view of increasing their effectiveness
- Recommend a schedule of salaries to the Board for consideration. Such schedule shall provide minimum and maximum salaries, annual increments, and other items pertinent to a salary schedule.
- Make assignments, reassignments and transfers as are in the Superintendent's professional judgment necessary to secure the highest efficiency of the entire staff

- May suspend employees for cause. Such suspension shall be reported immediately to the Board.
- Accept the official resignation of any employee. The resignation shall be effective at the time of receipt by the Superintendent or the Superintendent's designee.
- Require reports from all employees as may be desired

***Pupils:***

- Responsible for the proper classification and promotion of students
- Suspend any student, guilty of gross misconduct or continual insubordination to school organization and/or regulations, from the privileges of the schools

***Curriculum:***

- Direct studies to determine the adequacy of the curriculum and recommend to the Board new courses of study or improvements in the organization of curriculum as need arises
- Approve the appointment of faculty committees that may be required for the execution, establishment, and improvement of educational practices and processes

***Operation and Maintenance of Schools:***

- Oversee the operation and maintenance of the buildings and equipment of the schools
- Recommend plans for new buildings to be erected or old ones remodeled or discontinued in use. Shall be responsible for carefully studying the needs of the schools, and for recommending to the Board plans adequate for meeting those needs. Shall assist the architect employed by the Board in drafting plans and specifications for construction work.

***Business:***

- Prepare a budget annually for the consideration of the Board and shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted policies of the Board

***Maintenance of School District Records:***

- Maintain annual records and submit periodic reports on the condition and progress of the schools. Shall keep other records and prepare such reports as deemed appropriate or as the Governing Board may request.

**EMPLOYMENT STANDARDS:**

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

**KNOWLEDGE OF:**

- Principles, methods, procedures, and trends pertaining to the management of certificated and classified personnel and business related operational management functions and activities
- Operational control, planning, and research and development methods, techniques, procedures, and strategies
- Principles, methods, techniques, and strategies of employee/employer relations, modern organization, management, and supervision
- Legal mandates, policies, regulations, and guidelines pertaining to personnel and business related operational management processes

**SKILL AND ABILITY TO:**

- Effectively and efficiently plan, manage, and direct the District personnel and business related operational functions and activities
- Performs a variety of research and development, statistical, financial, personnel management and operational analyses
- Plan, develop, implement, and maintain operational budget planning and expenditure control, record management, storage, and retrieval systems, and operational evaluation and control procedures
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of District staff
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal accountability controls
- Operate a motor vehicle.
- Establish and maintain cooperative and effective working relationships with others.
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

- Office environment.
- Driving a vehicle to conduct work.

**PHYSICAL FUNCTIONS:**

- Sit and stand for extended periods of time.
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

**EDUCATION AND EXPERIENCE:**

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**WORK YEAR:**

225 days

*Board adopted: May 25, 2010*

**This organization is an Equal Opportunity Employer and does not discriminate on the basis or race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.**

**This organization is a Drug and Tobacco-Free Workplace.**

**This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.**