

BUHLER USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: SUPERINTENDENT OF SCHOOLS

REPORTS TO: Board of Education

SUPERVISES: All district personnel

EVALUATION: Board of Education

CLASSIFICATION: Exempt

JOB SUMMARY: To provide leadership in developing and maintaining the best possible educational programs and services. To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, and an ever-present, overriding concern for their impact upon each individual student's education.

QUALIFICATIONS: Masters degree with appropriate Administrative Kansas licensure.

PERFORMANCE RESPONSIBILITIES

1. Attends and participates in all meetings of the Board and its committees, including executive session, except when own employment or salary is under consideration.
2. Serves as ex officio member of committees.
3. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. 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.
6. Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
8. Supervises the implementation of all laws, regulations, and Board policies.
9. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
10. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
11. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
12. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
13. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
14. Oversees the timely revisions of all curriculum guides and courses of study.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
16. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
17. Oversees directly or through delegation staff negotiations with professional personnel.
18. Assigns and defines the duties of all personnel, subject to Board approval.

19. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
20. Supervises methods of teaching, supervision, and administration in effect in the schools.
21. Suspends any employee for just cause and reports such suspension to the Board.
22. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
23. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
24. Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
25. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
26. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
27. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records that are required by law and by Board policy.
28. Files, or causes to be filed, all reports by the state and the school code.
29. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
30. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
31. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
32. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
33. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
34. Represents the school before the public, and maintains, through cooperative leadership, both within and without the schools, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the schools.
35. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.
36. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
37. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
38. Performs such other tasks as may, from time to time, be assigned by the Board.
39. Demonstrates effective human relations and communication skills.
40. Complies with safety practices.
41. Complies with all district rules, regulations, and policies.

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

APPROVED: 5/13/2013