

SUPERINTENDENT - JOB DESCRIPTION

TITLE: Superintendent of Schools
REPORTS TO: Board of Education
SUPERVISES: All Administrators and Directors

PERFORMANCE RESPONSIBILITIES:

Board Executive Officer

1. To prepare the tentative agenda for all regular and special School Board Meetings.
2. To maintain the official minutes of all Board meetings.
3. To maintain all School Board records.
4. To conduct all School Board member and other school elections.
5. To carry out all policies and programs adopted by the Board.
6. To assist the Board in writing school district policy.
7. To advise and assist in negotiations.
8. To inform the Board about current school laws and changes in laws being studied by committees, commissions and legislators.
9. To inform the Board about trends and new ideas in curriculum and school management.
10. To provide information to assist the Board in the procurement, management and disposal of land and other properties.

Business

1. To prepare the annual budget.
2. To develop, maintain and evaluate appropriate financial records.
3. To monitor the completion of all forms required by local, state and federal governmental agencies.
4. To monitor the procurement of high quality supplies, equipment and services following state laws and Board policies governing bidding.
5. To insure the maintenance of healthy, safe and attractive school buildings and grounds.
6. To monitor the operation of an efficient and safe school transportation program.
7. To secure reports as necessary or requested to inform the Board of the financial status of the school district.
8. To monitor the inventory of supplies and equipment.
9. To monitor the school district insurance programs.
10. To monitor the budget constantly and to inform the Board regularly.
11. To sign contracts for the purchase of supplies, equipment, services, repairs and construction within Board policies or when directed by the Board.
12. To recommend textbook and other fees, ticket prices and lunch prices.

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13. To monitor the management of the lunch program.
14. To monitor the procedure for payroll and all other expenditures.
15. To report buildings and grounds repair and maintenance needs to the Board.
16. To prepare the annual school calendar.
17. To cancel school or dismiss early in emergencies.
18. To provide information prior to and during all bond issues and tax referenda.
19. To maintain appropriate school records.
20. To delegate appropriate authority and responsibility for the business affairs of the school district.

Instruction

1. To assist in the evaluation of the present instructional program in kindergarten through grade twelve.
2. To recommend improvements in the programs.
3. To recommend the acquisition of appropriate supplies, textbooks, equipment and other instructional materials.
4. To maintain essential guidance services.
5. To provide for the special needs of handicapped and gifted children.
6. To evaluate student achievement and to report to the Board.
7. To maintain an adequate program of reporting student progress to parents.
8. To monitor the preparation of applications, reports and evaluations for special state and federal projects.
9. To assist teachers and administrators to improve instruction.
10. To delegate appropriate authority and responsibility for the instructional program.

Personnel (Certified and Non-Certified)

1. To maintain personnel records for employees.
2. To advertise all job vacancies as directed by the Board.
3. To maintain a file of all job applicants.
4. To assist administrators in interviewing and selecting employees.
5. To delegate the authority and responsibility for interviewing and selecting candidates for jobs when appropriate.
6. To assist in the evaluation of all employees.
7. To recommend professional staff to the Board for employment.
8. To give final approval for all persons whose employment does not require Board approval.
9. To recommend withholding salary increments and/or the dismissal of employees when such action is appropriate.
10. To evaluate all administrators.
11. To provide appropriate personnel reports for the Board of Directors.
12. To organize appropriate in-service programs for employee groups.

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- 13. To maintain professional growth records.
- 14. To monitor laws and regulations pertaining to all employee groups.
- 15. To issue all contract and salary notification forms to employees.
- 16. To secure qualified substitute teachers, establish and keep current a list of qualified individuals.
- 17. To delegate appropriate authority and responsibility for the instructional program.

Public Relations

- 1. To organize the school district public relations program.
- 2. To prepare district-wide news releases and publicity.
- 3. To publish all legal notices.
- 4. To publish and distribute a handbook for all support personnel.
- 5. To prepare and distribute the "Directory" each year.
- 6. To speak to the community groups about the accomplishments and needs of the school district.
- 7. To announce the cancellation of school or early dismissal to area radio stations.
- 8. To maintain two-way internal communications with employees.
- 9. To receive and acknowledge complaints and compliments from employees, students and the community.
- 10. To encourage and educate employees to be public relations oriented.
- 11. To prepare and to distribute all election information.
- 12. To develop and to maintain cooperative relationships with many governmental and private agencies – police, courts, fire department, welfare, mental health, etc.
- 13. To assist local parent-teacher organizations, when requested.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities).

Approved: October 8, 1990

Reviewed: May 9, 2016

Revised: February 27, 2006