

**JOB DESCRIPTION -- SUPERINTENDENT**

TITLE: Superintendent of Schools

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district.

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the School District.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- A. 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 insure the making of informed decisions.
- B. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
- C. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
- D. Prepares the annual operating budget recommendations and implements the Board approved budget.
- E. 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.
- F. Secures and nominates for employment the best qualified and most competent credentialed and classified personnel.
- G. Assigns and transfers employees as the interest of the district and negotiated agreements may dictate, and reports such action to the Board for information and record.
- H. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
- I. Holds such meetings with all personnel as necessary for the discussion of matters concerning the improvement and welfare of the schools.

- J. Serves as the chief public relations officer of the district, keeping the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
- K. Delegates at own discretion to other employees 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 responsibilities.
- L. 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.
- M. Serves as the district's chief instructional leader. Assures study and revision of all curriculum guides and courses of study, on a continuing basis.
- N. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts, as well as schedules to be used in the schools.
- O. 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.
- P. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
- Q. Oversees that adequate records are maintained for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Also acts as custodian of records and contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- R. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
- S. Provides suitable instructions and regulations to govern the use and care of school properties.
- T. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda.

- U. Performs other tasks as specified by state statute or as may be assigned by the Board, including but not limited to negotiations, liaison with governmental agencies, colleges and universities.
- V. Serves as the Board's designee for the purpose of accepting a District employee's resignation by issuing a written acceptance to the resignation, if deemed appropriate under the circumstances, as determined by the Superintendent. The Superintendent shall report his/her determination regarding the resignation to the Board at its next scheduled meeting.

TERMS OF EMPLOYMENT: Twelve months a year, salary and fringe benefits to be arranged with the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of the Superintendent.

Adopted: November 21, 2013