

## ***Superintendent***

### *School District Job Description*

**Position Title:** Superintendent  
**Department:** Central Office  
**Reports To:** Board Of Education

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#### **SUMMARY:**

Under direction of the Board of Education, manages the school district, acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties may be assigned.

- Acts as the agent of the Board of Education.
- Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board.
- Manages a staff of administrators including the Assistant Superintendents, Directors, and Principals.
- Ensures the communication and interpretation of Board decisions and requests to staff.
- Provides goal setting and problem solving to staff.
- Recommends hiring to Board and evaluates performance.
- Responds to staff and community regarding questions or problems about school operations.
- Recommends policy and program decisions to the Board.
- Develops administrative rules and procedures to implement Board policy.
- Makes weekly building visits
- Attends board meetings each month
- Oversees the preparation of the annual budget.

- Attends various organizational meetings outside district.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations

**SUPERVISORY RESPONSIBILITIES:**

Manages subordinate supervisors who supervise all employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee Relations, Athletics, Vocational Education and Building and Student Services Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

A Specialist Degree in Education, with a Doctorate preferred. Must have strong leadership skills, communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification for Superintendent, Certification for Central Office Administration through State

**EVALUATION:**

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on the evaluation of the superintendent.

**TERMS OF EMPLOYMENT:**

Twelve-month contract.