

SUPERINTENDENT OF SCHOOLS

- QUALIFICATIONS:**
1. Experience in teaching and school administration totaling at least ten years
 2. An earned Master's Degree in Educational Administration
 3. A valid superintendent's license issued by the State Board of Education
 4. Such alternatives to the above qualifications as the Board of Education may deem appropriate and acceptable

REPORTS TO: Board of Education

JOB GOAL: To provide leadership in the development and implementation of effective and vital educational programs and services.

PERFORMANCE RESPONSIBILITIES:

1. Devise and maintain a positive school-community relations program and serve as an advocate in presenting and interpreting the purposes and needs of the School District to staff, parents, the community and legislative groups.
2. Represent the School District in its relations with other school systems, institutions and agencies, the media, community organizations and the general public.
3. Encourage collaborative partnerships with community agencies and businesses in order to enhance the educational programs and educational opportunities available for students.
4. Guide the development of the District's strategic long-range planning and school improvement planning processes.
5. Develop and implement an appropriate organizational structure and facilitate the development of a management planning system.
6. Coordinate and evaluate the work of the administrative and supervisory staff and provide counsel and motivation as well as participation opportunities conducive to teamwork and esprit de corps.
7. Promote a positive organizational climate through effective communication with District personnel.
8. Foster the continuing professional growth of all District personnel and development of a comprehensive staff development program for all staff.
9. Monitor the process of staff selection, assignment, evaluation and oversee the human resources functions of the District.

10. Guide the development of a comprehensive curriculum framework which includes standards, benchmarks and assessments.
11. Monitor the selection and adoption of all courses of study, curriculum guides and teaching resources.
12. Support the establishment of educational programs that enhance the learning environment and meet the needs of the diverse student population.
13. Promote the utilization of effective technologies for both the educational and administrative departments within the District.
14. Initiate and facilitate the development of policies and supporting procedures.
15. Guide the process of fiscal analysis and planning as well as budget development, interpretation and management.
16. Guide the analysis and determination of school organizational patterns and facility requirements.
17. Oversee the transportation, food service and buildings and grounds departments.
18. Guide the long-range planning for physical plant and equipment needs.
19. Communicate relevant information to the Board of Education regarding developments within and related to the School District and prepare and present reports and materials required to facilitate Board deliberation/action.
20. Serve as chief administrative officer of the District and chief executive officer for the Board of Education.
21. Maintain current knowledge of major developments and trends in public education.
22. Perform such other duties as may be assigned by the Board of Education.

TERMS OF EMPLOYMENT: Twelve months a year with salary to be arranged with the Board of Education.

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