

SUPERINTENDENT

JD LOCATOR: 1.01.1

Revised: 9/83, 2/09

REPORTS TO:	Board of Education
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of professional staff.

JOB SUMMARY

To provide leadership in developing and maintaining the best possible educational programs and services.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

The superintendent shall be expected to perform and/or effectively delegate and oversee performance in accordance with the ISLLC-derived Standards and Performance Indicators in conjunction with implementation of the district's Comprehensive School Improvement Plan.

- Standard 1: Leadership and District Culture**
Provide leadership through empowering others, visioning, helping shape school culture and climate and understanding multi-cultural and ethnic differences.
- Standard 2: Policy and Governance**
Work with the Board to formulate internal and external district policy, defining mutual expectations of performance with the Board and demonstrating good school governance to staff, students, and the community at-large.
- Standard 3: Communications and Community Relations**
Establish effective two-way communications not only with students, staff, and parents, but the community as a whole including beneficial relationships with the media. Respond to community feedback and build community support for the district.
- Standard 4: Organizational Management**
Gather and analyze data for decision making and for making recommendations to the Board. Meet internal and external customer expectations through effective allocation of resources.
- Standard 5: Curriculum Planning and Development**
Keep current with the latest designs in curriculum, teaching, learning and testing theories. Recommend use of electronics and other learning technologies as required.
- Standard 6: Instructional Leadership**
Ensure the most effective teaching techniques are in place and all instructional resources are used to maximize student achievement while applying research and best practices with respect to diversity.
- Standard 7: Human Resources and Management**
Develop and implement a staff performance evaluation system. Apply ethical, contractual, and legal requirements for personnel selection, development, retention, promotion, and dismissal.
- Standard 8: Values and Ethics of Leadership**
Understand and model appropriate value systems, ethics, and moral leadership. Exhibit multi-cultural and ethnic

understanding and coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

9. **Standard 9: Labor Relations**

Provide professional advice to the Board during teacher hiring and contracting, and/or keep the Board apprised of district salary and welfare issues, to understand and effectively administer personnel contracts and to keep abreast of legislative changes affecting the hiring and employment process.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

1. Attends and participates in all meetings of the Board and its committees, except when own employment and salary is under consideration.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
8. 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.
9. Maintains an appropriate level of visibility at district events.
10. Presides at administrative council meetings.
11. Performs such other tasks as may from time to time be assigned by the Board.

SUPERVISORY RESPONSIBILITIES

1. Directly supervises assistant superintendents, principals, and superintendent's office staff.
2. Indirectly supervises all other staff.
3. Performs supervisory responsibilities in accordance with building procedures, Board policies, and applicable laws. Such responsibilities may include interviewing and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving issues.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Experience in teaching and school administration totaling at least 10 years.
2. Minimum of a Specialist's degree with a major in educational administration; an earned Doctorate degree preferred.
3. Valid superintendent's license issued by the Missouri State Board of Education.

4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may find appropriate or acceptable.

COMMUNICATION SKILLS

1. Strong communication, public relation, and interpersonal skills.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to compose correspondence, reports, and/or other required written materials.
4. Ability to read, analyze, and interpret information.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform and apply mathematical and statistical calculations.
2. Comprehensive knowledge of school finance, tax rates, budgeting, and accounting systems.

REASONING ABILITY

1. Ability to interpret a variety of information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective organizational, public, and community relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Excellent grammatical, spelling, and punctuation skills.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Knowledge of principles, methods, strategies, goals, and objectives of public education.
10. Ability to react well under pressure, handle and balance multiple demands at one time, and perform duties and tasks at expected levels of professionalism.
11. Conducts self with integrity, and demonstrates ethical behavior and a positive leadership model at all times.
12. Ability to use independent judgement and demonstrates initiative to act without being asked.
13. Ability to apply knowledge of current research and theory in the field of education.
14. Ability to establish and maintain effective working relationships with staff and the school community.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms, stand, walk, sit, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is continuously interacting with the public and staff, and is required to deal with distraught and/or angry persons. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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