

MARION COUNTY JOB DESCRIPTION

Position Title: Superintendent Department: Central Office Reports To: Board of Education Approved By: Marion County Board of Education Date: December 2010

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.*

Act as the executive agent of the Board that appoints him/her and meets with the Board except when his own tenure, salary, or the administration of his office is under consideration.

Ensure that the laws relating to the schools, the by-laws, rules and regulations of the State Board of Education, and the regulations and policies of the district Board of Education are communicated, interpreted, and carried into effect.

Make program recommendations as professional adviser to the Board.

Prepares, under direction of the Board, all rules, regulations by-laws and statements of policy for approval and adoption by the Board.

Exercise general supervision, subject to the control of the Board of Education of the general conduct of the schools, the course of instruction, the management teachers, the discipline of pupils, and the management of business affairs.

Make all appointments, promotions, and transfers of principals, supervisors, teachers and other public school employees.

Exercise general supervision of all schools of the district.

Prepare or have prepared all budgets, salary schedules and reports required of the Board by the State Board of Education.

Evaluate or have evaluated the performance of all staff members.

Develop administrative procedures to implement Board policy.

Represent the district in the community and state.

Recruits, establishes criteria, gathers information and selects certified and classified district-wide employees

Recruits, establishes criteria, gathers information and recommends to school councils a list of candidates for the position of principal.

TERMS OF EMPLOYMENT: Four (twelve month) years. Salary and work year to be established by the Board.

SUPERVISORY RESPONSIBILITIES: Manages subordinate supervisors who supervise employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee

Relations, Athletics, Vocational Education and Building and Student Serviced Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Also, directly supervises a non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: Master's Degree in Educational Management; must have strong leadership skills, communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS: Certification for Superintendent, through the Kentucky Department of Education.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

COMMUNICATION SKILLS: Ability to keep board members informed. Must be able to communicate effectively on an on-going basis with all staff members.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

FINANCIAL SKILLS: Knowledge of the MUNIS system. Experience in budgeting from a school system.

TECHNOLOGY SKILLS: Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES: Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Knowledge of Kentucky Education Reform Act (KERA).

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 walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.

FileName:Superintendent