

# Superintendent

## ***CERTIFICATIONS:***

- Supervisory certificate – Type 75 Administrative Certificate
- Possesses a Superintendent Certification
- Administrative certificate with ability to evaluate certified personnel

## ***REPORTS TO:***

**Direct Supervisor:** Board of Education

## ***JOB GOALS:***

- All schools meet the Illinois State Board of Education's recognition requirements
- All students meet or exceed state expectations for learning as assessed by Illinois Standards Achievement Test

## ***QUALIFICATIONS AND RESPONSIBILITIES:***

- Possesses a vision of educational excellence, works cooperatively with the board of education and builds relationships with students, staff, parents and community to achieve academic excellence for all students
- Analyzes current situations, initiates appropriate action, informs the board of education when advisable, and provides leadership in the development of short-and long-term goals for the district.
- Commits to building mutual respect and trust and serves as a model and mentor among staff by being visible, accessible and approachable
- Communicates with strong interpersonal skills, demonstrates ability to work creatively and effectively and is visible with board members, staff, students, parents and community
- Understands the complexities of Illinois school finance, and is able to interpret complex educational and financial data and maximizes the use of resources in support of the education programs of the district
- Possesses knowledge of and successful experience in school district management including collective bargaining, contract management, information technology, staff development, program assessment and school improvement

## ***TERMS OF EMPLOYMENT:***

**Work Year:**

12 Month

**Bargaining Unit:**

Non-Bargaining Position

**Salary and Benefits:**

Salary and benefits to be established by the Board

***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures