

# Meeker School District Re-1

## Job Description

**Title:** Superintendent of Schools  
**Department(s):** Administration/Business  
**Reports to:** Board of Education  
**Work Year:** Year Round



### Job Summary:

The Superintendent of Schools supervises, directly or indirectly, all employees and programs of Meeker School District. The Superintendent shall provide leadership in developing and maintaining the best possible educational programs and services.

### Supervision:

This position will manage all staff.

### Summary of essential job function:

1. Attend and participate in all meetings of the Board and its committees except when own employment or salary is under consideration.
2. Serve as *ex officio* member of committees.
3. Administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advise the Board on the need for new or revised policies and see that all Board policies are implemented.
5. Prepare and submit 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 insure the making of informed decisions.
6. Act on own discretion if action is necessary in any matter not covered by Board policy, reporting such action to the Board as soon as practical and recommending policy in order to provide guidance in the future.
7. Inform and advise the Board about the programs, practices and problems of the schools and keep the Board informed of the activities operating under the Board's authority.
8. Supervise the effective carrying out of all constitutional or statutory laws, state regulations, and Board policies.
9. Make all administrative decisions within the school necessary to the proper function of the school district.
10. Delegate at own discretion to other employees of the district 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.

11. Conduct a periodic audit of the total school program and advise the Board on recommendations for the educational advancement of the schools.
12. Study and revise, together with the staff, all curriculum guides and courses of study on a continuing basis.
13. Prescribe rules for the classification and advancement of students in accordance with Board policies.
14. Recommend employment, assignment, transfer and dismissal of all employees of the district.
15. Submit 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.
16. Supervise the preparation and presentation of the annual budget and recommend it to the Board for approval.
17. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
18. Recommend to the Board, sale of all property no longer required by the Board and supervise the execution of such sale.
19. Maintain directly or through delegation such personnel records, student accounting records, business records and other records which are required by law or by Board policy.
20. Make recommendations for the location and size of new school sites and of additions to existing sites, location and size of new buildings on school sites, plans for new school buildings, all appropriations for sites and buildings, and improvements, alterations and changes in the buildings and equipment of the district.
21. Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other appropriate means and keep the Board informed of trends in education.
22. Represent the schools before the public and maintain cooperative leadership both within and outside of the schools, programs of publicity and public relations as may keep the public informed as to the activities, needs and successes of the schools.
23. Confer periodically with professional and lay groups concerning the school programs and transmit to the Board suggestions gained from such conferences.
24. Perform such other tasks as may from time to time be assigned by the Board.

**Qualifications and Experience:**

- Colorado School Administrator license
- Experience as a school Administrator
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable
- Ability to establish and maintain cooperative relationships with students, parents, staff and community members.

- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

**Clearances:**

- Criminal Justice Fingerprint/Background Check.
- Colorado Department of Education License

**Physical Demands:**

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

- The noise level in the work environment is usually quiet.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The Superintendent may be required to perform duties outside of his/her normal responsibilities from time to time, as assigned by the Board of Education.