



ADMINISTRATION PERSONNEL - JOB DESCRIPTION
SUPERINTENDENT OF SCHOOLS
REVISED & BOARD APPROVED 1/9/2023

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

I. Nature of Position

- A. Serves as chief executive officer of the school system.
- B. Performs such duties as are required of him by law and by the rules and regulations of the Board.
- C. The term of employment is established by the Board of Trustees and must be within the parameters of state statute.
- D. Salary to be negotiated with the Board of Trustees.
- E. The Superintendent shall be entitled to vacation and sick leave benefits in accordance with state statute. Vacation time is to be taken when school is not in session or at the Board of Trustee's discretion. All other fringe benefits are to be negotiated with the Board of Trustees.

II. Typical Duties

- A. Has general supervision of all schools of the District and the personnel employed by the District.
- B. Implements and administers the policies of the Board and develops administrative regulations to implement Board policy.
- C. Develops and maintain a school curriculum meeting the requirements of State Law, State Board of Public Education, and the particular needs of the community.
- D. Responsible for coordinating the total educational instructional program in the district, which shall include, at a minimum, an annual assessment and evaluation of each program.
- E. Keep the Board of Trustees informed of progress and achievement.
- F. Endeavor to promote harmonious efficiency throughout the school system, keeping always in mind the ultimate good of every pupil and teacher in every respect.
- G. Makes recommendations to the Board on the selection of textbooks, reference materials, and library books for their approval.
- H. Has general supervision of all pupils of the District, enforces compulsory attendance laws, and has authority to suspend any student for good cause.
- I. Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.



Roundup Public Schools

School District No. 55 and 55-H
12 Main Street
Roundup, Montana 59072

- J. Provides leadership, initiative, and technical guidance to the Board and to District personnel.
- K. Serves as liaison between the community and the District.
- L. Evaluates the effectiveness of all phases of the school programs, including but not limited to curriculum, instruction, books, materials, equipment, supervision, administration, business procedures and school finance, personnel procedures auxiliary services.
- M. Keeps community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- N. Completes fair and accurate performance evaluation of all administrators and makes recommendation to Board for annual salary increases.
- O. Endeavor to promote harmonious efficiency throughout the school system, keeping always in mind the ultimate good of every pupil and teacher in every respect.
- P. Keep informed of current educational developments.
- Q. Makes recommendations to the Board, individually or in consultation with appropriate personnel, regarding employment, promotion, nonrenewal, or cessation of employment.
- R. Analyzes financial condition of the District presents District budgets, and proposes budget item priorities and long-range financial needs to maintain a financially sound District.
- S. Reviews policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- T. Establishes and prepares meeting agendas, presents items for consideration, and responds to inquires of the Board.
- U. Ensures compliance with appropriated state and federal constitutional and statutory rules and regulations.
- V. Serves as resource and advisor to the Board during collective bargaining.

Only minimum duties are listed. Other functions may be required as given or assigned.

III. Qualifications

- A. Be appropriately licensed and endorsed in accordance with state statutes and Board of Public Education rules, or be considered appropriately assigned if the administrator is enrolled in an internship.
- B. Have at least three (3) to five (5) years of successful teaching and administrative experience.
- C. Strong leadership, organizational, and communication skills.
- D. Able to speak on demand to large groups of people.
- E. Be familiar with the total school curriculum and the procedure for operating a school.
- F. Able to establish and maintain effective working relationships with students, staff, and the community.
- G. Able to express himself/herself clearly and concisely in both oral and written communications.
- H. Able to perform duties with an awareness of all District requirements and Board policies.
- I. Ability to handle stressful situations.
- J. Ability to maintain confidentiality of employee and student matters.
- K. Ability to effectively manage time and responsibilities.



- L. Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the District.
- M. Have appearance that reflects a positive image for the School District.

IV. Equipment Used

A variety of electronic and technology devices, copy machine, fax machine, telephone/voice mail.

V. Work Environment

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in this position varies.

VI. Physical Demands

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. The employee is occasionally required to use hands/fingers, 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.

VII. Mental/Motor Demands

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.