

310 SUPERINTENDENT JOB DESCRIPTION

TITLE: Superintendent

TITLE OF IMMEDIATE SUPERVISOR: School Board

JOB SUMMARY: The Superintendent is the chief officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board.

The Superintendent is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the School District. The Superintendent shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.

The Superintendent shall do the following:

- Manage the financial operations of the School District including preparation, presentation, and recommended budgets to the School Board;
- Implement, communicate, and maintain a comprehensive strategic planning process, which includes short-term and long-term planning and the development of the School District goals and instructional goals;
- Administer School District benefits and insurance programs;
- Provide leadership for the School District's educational programs, World's Best Workforce, staff-development programs, and curriculum development to provide the best possible learning environment for all the School District's students;
- Inform and advise the School Board about programs, practices, and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority;
- Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for the School Board action;
- Plan for and organize changes in student enrollment including staff, curriculum and facility projections for review by the board and offer appropriate recommendations in all school matters based on students and resources;
- Act as liaison between the community and the School District and respond to concerns of parents, students, citizens, and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School District activities;
- Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate, and be responsible for the management of all the employee contracts and policies;

- Establish and maintain working relationships with agencies and personnel outside of the School District to promote the best interests of the School District through contact with legislators, other superintendents, local government leaders, business, etc.;
- Represent the district as a voting member of inter-district cooperatives and High School League, which make programming decisions; represent district at state and local groups, attend meetings and conferences to stay abreast of educational changes and ideas that may apply to the district, and participate in civic and community groups;
- Maintain and improve effective School Board-Superintendent relationships by participating in joint seminars and training sessions;
- Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff;
- Complete in a timely manner all required School Board, state and federal reports; and
- Assume the ultimate responsibility for all aspects of the School District's current and future operation including preparation of school board agenda.