

Job Description

Superintendent

Financial management of District funds 1.

Financial management of District funds

- a. Assures the school budget encompasses all mandatory and critical educational services to the district and complies with federal and state regulations or guidelines. Works with the Business Manager to assure timely compliance with auditing standards.
- b. Assures budgets for all programs have been well prepared and all necessary reporting and monitoring of these programs meets applicable accounting standards and requirements.
- c. Provides direction for fiscal operations of the Mandaree School in compliance with the fiscal policies and requirements of funding and granting agencies, and in consultation with the Mandaree School Business Manager.
- d. Expenditure of all school funds is supported by line item in the approved school Budget and in accordance with written school policies and procedures.
- e. Monitors and assures timely draw downs of all program funds and reduces or eliminates any systemic or in-house barriers to receipt of appropriate funds.
- f. Seeks supplemental funding through grant applications or donations throughout the year as appropriate to the needs of the district.
- g. Actively protects all existing funding levels of all school programs and grants.

2. Leadership and management of all school personnel

- a. Assures principal and supervisors use evaluation criteria with measurable areas of performance which leads to continuous improvement of services by all levels of staff. Evaluations of certified and non-certified staff are completed twice within the school year.
- b. Applies current principles and techniques of staffing, selection, orientation/induction, assignment, supervision, evaluation, motivation, and termination of personnel

- c. Assures active recruitment and retention of effective staff in order to maximize the quality of education services to Mandaree students, parents, and community.
 - d. Assures school district compliance with ND DPI accreditation standards
 - e. In-house communication with supervised staff is goal-oriented and administrative decisions are delivered to staffing a professional and objective manner.
 - f. Provides positive leadership to address employee concerns and responds objectively to all employee concerns. Identify any systemic weaknesses and takes corrective action in a timely manner. Conveys a weekly status report to the school board president on employee issues and resolution. Summarizes findings at the regular monthly board meeting.
 - g. Monitors and assures the integrity and completeness of all data compiled to meet federal reporting requirements. Assures staff are keeping, maintaining, and safeguarding records as required by law. Written policies and procedures clearly support data integrity in the collection, the input, and the management of data information. Appropriate staff are evaluated for their compliance with data integrity requirements.
 - h. Facilitates constructive change on all levels.
3. Relationship with school parents and community

- a. The superintendent is actively involved and supports school functions which increase meaningful parent/community participation and positive contributions to the Mandaree School District.
- b. Assures parents or community also have informal and accessible avenues to communicate directly with the superintendent about any aspect of the school district under the superintendent's management. Demonstrates understanding of a speaker's point of view, opinions, and ideas even if they are different, new, or oppositional. Communication is clear, direct, and responsive to parents and community.
- c.. Assures a safe environment in all classrooms and while students remain under the school's supervision. Actively addresses student-related conflicts and strives to reduce the incidence of student conflict. Conveys an attitude of care and concern in resolving issues.
- d. Demonstrates active support of meaningful parental involvement in IEP process.

- e. Recognizes the importance of the Mandaree community as a critical factor in the success of the Mandaree School. Actively builds relationships with resources within the community to advance community-based support for education.

4. Relationship with the school board

- a. Develops annual budget for board approval consistent with federal and state funding. Budget implementation by the superintendent will assure delivery of maximized educational services to students. Coordinates with the Business Manager to monitor district expenditures and assures expenditures do not exceed any budget line item.
- b. Provides monthly written reports to the school board on the school's financial status with a professional assessment and recommendations for the board of any unanticipated budget changes or deficit which potentially may impact delivery of educational services by the school district
- c. Compiles and provides a monthly written statistical report to the school board on the average daily attendance, disciplinary actions, student conflicts, referrals to tribal court or social services, and other pertinent factors which contribute to a non-learning or unsafe environment for students or staff. Identify strategies for resolution.
- d. Assures that the existing personnel background reference verification process is adequate and protects the district's interests.
- e. Promotes and models ethical behavior. Acts within legal and ethical guidelines to support and accomplish the District's educational goals and improve student learning.

5. Instructional leadership

- a. Assures that the school's K-12 curriculum is inclusive of, and reflects the positive contributions of multi-cultural populations.
- b. Assures a curriculum and teaching modes that substantively increases student self-confidence in learning and provides student opportunities for team building development of communication skills, and student leadership experience.
- c. Holds teachers accountable for having high standards and positive expectations that students can perform at high levels. Communicates consistent expectations that all teachers can meet standards and perform at high levels
- d. Promotes activities that honor academic excellence among teaching staff and students.

- e. Interprets, articulates, and promotes the vision, mission, programs, activities, and services of the school/district to students, school personnel, families, and the community.