

Superintendent

- QUALIFICATIONS:**
1. A Master's Degree or higher, with a major in educational administration.
 2. Must hold a valid Kansas license as a district level school administrator.
 3. At least three years of experience in public school administration and supervision.
 4. At least two years of successful experience as a classroom teacher.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly every employee in USD 407

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, and direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all 407 facilities, property, and funds in the best interests of students and the school system.

PERFORMANCE RESPONSIBILITIES:

1. Regular attendance and punctuality are essential functions of the job.
2. The Superintendent shall be the chief executive officer of the Board. He/she shall exercise general supervision of the schools operated by the district and all the employees of the district shall be responsible to him/her.
3. The Superintendent shall attend all meetings of the Board except when his/her own salary or re-election is being considered or the Board requests that he not be present. He/she shall enforce all policies, and regulations of the Board.
4. The primary responsibility of the Superintendent shall be to provide the best education possible for all students of the district.
5. He/she shall review and recommend all needed changes in policies, proposals, procedures, programs, and decisions for the operation of the schools to the Board. He/she shall keep the Board informed of:
 - a) Results of policies, proposals, procedures, and programs.
 - b) Conditions and needs of all the students of the district.
 - c) The status of the budget and financial conditions of the district.
 - d) Any special matters concerning district schools and students.
 - e) Any deficiency of any district activity.
 - f) Any rules or regulations made by him/her, either written or unwritten.
5. He/she shall be responsible for:
 - a) Investment of funds of the district.
 - b) Development and preparation of the budget.
 - c) Maintenance of a complete record system and financial account.
 - d) Development of an annual report of the district.
 - e) All other fiscal aspects of the district.
6. He/she shall supervise the purchasing agent for the district and shall be custodian of the district's property.
7. He/she shall make rules and regulations needed to carry out his/her duties, which rules and regulations shall be in writing whenever possible.

8. He/she shall assist the Board in any appeal made by a professional employee relating to the employment, dismissal, assignment, transfer, suspension, or promotion of any professional employee.
9. He/she shall recommend employment, dismissal, assignment, transfer, suspension, or promotion of all administrators, principals, and non-professional employees of the district to the Board of Education for approval.
10. He/she shall carry out all other duties as the Board may require and shall represent the Board in any situation not covered by the Board's policy subject to approval by the Board.
11. He/she shall approve the appointment of any faculty committee that may be required for the execution and establishment of educational practices and policies.
12. He/she shall approve or disapprove the adequacy of curriculum, courses of study, and improvements of the curriculum and the employment, training, dismissal, assignment, and transfer of professional employees.
13. He/she shall transmit all communications from and all decisions and directives of the Board or its committees to members of the instructional, administrative, supervisory or classified staff and he shall transmit all communications for them to the Board. Such transmissions shall be in writing whenever possible.
14. When new buildings are needed or old buildings should be remodeled or discontinued in use, the Superintendent shall recommend to the Board plans to meet those needs. The Superintendent shall assist the architect employed by the Board in drafting plans and preparing specifications for construction work.
15. A grievance of an employee or a student referred to the Superintendent by a principal shall be resolved by the Superintendent, if possible. If the Superintendent cannot resolve the grievance, he/she shall refer it to the Board.
16. He/she shall consult with an attorney at any time on legal matters and whenever it appears necessary to the Superintendent that a legal opinion should be secured from the Board attorney in advance of presentation of any problem to the Board of Education for their review and consideration or upon receipt by the Superintendent of any communication that action may be taken against the school district.
17. He/she shall keep abreast of educational trends, ideas, and programs.
18. He/she shall perform other duties as assigned by the board.

(K.S.A. 72-8202b)

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.