

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. State certification in the appropriate area.
2. Specialist Degree in Educational Administration.
3. A minimum of two years administrative experience.
4. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: BOARD OF EDUCATION

DUTIES AND RESPONSIBILITIES:

1. The Superintendent of Schools, as the executive officer of the Board of Education and the chief administrative officer for the school system, is responsible to the Board of Education for all aspects of school management.
2. The Superintendent of Schools shall delegate to his/her staff responsibility for organizing and administering buildings or departments described in their job descriptions.
3. In all matters where his/her duties are not expressly prescribed in the job description, he/she will assume any authority or perform any duty, which any particular situation may demand, subject to later consideration by the Board.
4. The Superintendent will attend all meetings of the Board and Board Committees, except when his/her own employment status is being considered, for the purpose of reporting, advising, and recommending in all areas of operation in the school system.
5. He/She will provide the Board of Education with information, which will assist them in effective decision making and sound policy formations.
6. He/She will report, interpret, and implement policies of the Board of Education to the staff and to the community.
7. He/She will recommend policies and policy changes to the Board of Education.
8. He/She will recommend all school employees for appointment by the Board of Education.
9. He/She will define their duties and create or cause to be created a job description, assign them to various positions, and recommend salaries to be paid subject to the schedule adopted by the Board.
10. He/She will also recommend the dismissal of employees who are found to be incapable or incompatible.
11. As the educational leader he/she is responsible for the nature and quality of instruction of the school system.
12. He/She will advise with the total staff and Board on recommendations for the educational improvement of the schools such as in-service education activities, the production of curricular materials, the cooperative evaluation of the quality of teaching in each classroom, the appointment and support of faculty committees, the encouragement of research studies in all professional areas, and the attendance by staff members and the Superintendent at state, regional, and national meetings.

13. He/She will prepare and present to the Board of Education an annual budget that is in accordance with legal requirements and that reflects educational objectives and financial resources of the District.
14. He/She will be responsible for administering the budget enacted by the Board and for keeping the Board informed regarding budgetary control.
15. He/She will be responsible for the establishment of proper purchasing and accounting procedures.
16. He/She will keep the public, the Board of Education, and media informed of the aims, objectives, conditions, and needs of the educational programs of the schools.
17. He/She will be responsible for conducting a continuous and comprehensive program of internal and external information and communication for the purpose of gaining widespread understanding of, and support for, public education.
18. He/She will represent the school system before professional and community groups.
19. The Superintendent will be responsible for the establishment of a plan for overall operation and maintenance of school buildings.
20. He/She will also carefully study needs of the schools for new facilities or remodeling of old facilities and will recommend to the Board plans for meeting those needs.
21. He/She will be responsible for the establishment of a plan for proper promotion of pupils.
22. He/She, on the recommendation of the principal, may suspend students who conduct themselves in such a manner as to have detrimental or demoralizing effect on the student body.
23. He/She may in extreme cases recommend expulsion of the worst offenders from school by the Board of Education.
24. He/She will be responsible for the overall operation of student transportation; including purchasing, maintenance, route determination, and student discipline.
25. He/She shall work with state and federal legislators to promote positive results for education.
26. He/She shall establish and maintain relationships with the State Board of Education, the Regional Office of Education, colleges, universities, and other units of government including school districts in and out of the local area.
27. He/She shall perform other duties as needed and/or assigned by the Board of Education.

TERMS OF EMPLOYMENT: Teachers contract plus fifty (50) days.

EVALUATION: Annually by the Board of Education.

COMPENSATION: Determined annually by the Board of Education.

Revised November 16, 2009