

Superintendent

Job Title: Superintendent of Schools
Department: Administration
Reports to: Board of Education
Classification: Exempt

Summary

The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to:

- Serve as the instructional leader for the district
- Ensure the district is accredited pursuant to the Missouri accreditation process
- Promote student achievement as the primary focus of all district staff
- Facilitate and attend Board meetings
- Develop agendas for Board meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings
- Maintain district records
- Implement Board policy through written administrative procedures
- Manage the financial affairs of the district and provide the Board with financial reports monthly or as requested
- Advise the Board on matters of finance, policy, facilities and personnel
- Submit all reports and data required by state and federal law
- Maintain facilities that are safe, adequate, efficient and conducive to learning
- Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction
- Direct hiring, assignment and training of staff
- Direct a performance-based evaluation program for all staff
- Hear staff complaints and grievances
- Delegate duties to members of the administrative team as appropriate
- Serve as an advocate for the district to the public and state lawmakers
- Participate in a standards-based performance evaluation at least annually
- Identify and provide the Board information about all available sources of funding
- Post notice of the tax rate hearing in accordance with Missouri law
- Arrange for the disposal of surplus property in accordance with Board policy and Missouri law
- Solicit bids for construction, repair and maintenance in accordance with law and Board policy and make recommendations to the Board regarding those bids

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Supervisory Duties

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

Assistant Superintendents
Director of Special Education
Chief Accountant
Principals
Administrative Assistant to the Superintendent

Qualifications

Education

Specialist degree or higher in educational administration

Certificates, Licenses, Registrations

Valid Missouri superintendent certificate

The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the Interstate School Leaders and Licensure Consortium (ISLLC).

Skills and Abilities

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

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The physical demands described here 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 essential functions.

Physical Demands

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.