

# ***KLAMATH-TRINTIY JOINT UNIFIED SCHOOL DISTRICT***

## **SUPERINTENDENT**

### **Job Description**

Management/Confidential position exempt from overtime under Education Code 45130

#### **GENERAL DESCRIPTION:**

The Superintendent serves under the Board of Trustees as Chief Administrative Officer of the District and Secretary to the Board. The Superintendent is responsible for: implementation and maintenance of the *Philosophy, Mission, and Goals* of the District; guidance and direction of the curricular goals and activities of the instructional program for students; development and alignment of budget to curricular goals and educational needs; and adherence to the *Board Policies and Administrative Regulations*.

#### **Professional Qualifications, Experience and Preparation**

##### **Required:**

1. Bachelor's Degree
2. Demonstrated successful administrative experience
3. Demonstrated ability of collaborative and successful experience working with diverse populations
4. Has demonstrated fiscal expertise that allows for the oversight of the budget, supervision of the budget development process and long-range fiscal planning

##### **Preferred:**

1. Credentialed classroom teaching experience
2. Valid California teaching credential
3. Administrative credential
4. Master's Degree
5. Demonstrated ability of collaborative and successful experience working with tribal governments and individual American Indians

#### **Desired Personal Characteristics**

1. Honest and forthright; a person of integrity
2. A "people person" who is approachable, accessible, possesses exceptional listening skills and can communicate effectively with all stakeholders
3. Highly visible and active in the community, schools, and worksites
4. Able to build partnerships and coalitions with public agencies, local governments, tribal governments, and community businesses for the betterment of all students and parents
5. A proactive, creative problem solver; open to divergent opinions and able to secure the thoughtful and meaningful involvement of staff, parents and the community
6. A person who is a team builder, one who recognizes the abilities and contributions of all district staff and motivates toward excellence
7. Is adaptable, fair, approachable, affable and open-minded with actions demonstrating students as the focus of decision-making
8. A visionary instructional leader who is future oriented and able to take the district to the next level of development
9. Is a passionate and strong advocate for the best education possible for all children

### Desired Professional Skills and Abilities

1. Has **strong curriculum leadership skills** to ensure that instructional excellence is reflected in student achievement of high academic standards
2. Able to effectively lead the district's efforts to address issues associated with facility needs, planning, and exploration of General Obligation bond and alternative forms of funding facility modernization and development
3. Appreciates and models the *Reclaiming Youth at Risk's-- Circle of Courage* elements of developing a sense of *Belonging, Mastery, Independence, and Generosity* for school employees, students, parents, and community
4. Has experience with diverse student populations from a variety of socio-economic, cultural and ethnic backgrounds
5. Skilled in decision-making, employs collaborative processes as suitable and listens before acting

### Desired Board Relationships

- The ability to:
  1. Enhance the partnership with the board
  2. Work with the board toward the development and maintenance of an effective governance team
  3. Work openly with the board to ensure that its members receive all *relevant information*, advice and recommendations necessary to make informed decisions

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Subject to Board approval establishes and coordinates effective district administrative structure
2. Recommends to the Board employment/advancement/termination of personnel (excluding resignations)
3. Establishes systems for collaboration and involvement of personnel in program development and policy formation
4. Initiates and supervises the professional growth programs for personnel
5. Initiate methods to increase and maintain student population in our district
6. Develops educational programs and in-service educational components for personnel
7. Serves as Secretary to the Board of Education as defined by *Education Code, Board Policies and Administrative Regulations*
8. Responsible for the development of the annual budget, implements it on Board approval, and establishes good fiscal management systems in cooperation with the business manager
9. Informs the Board of Education in writing as to the progress and status of all programs and accomplishments on a quarterly basis
10. Observes site and building needs, and provides board members with opportunity to visit school sites for walk-throughs
11. Communicates effectively with community, staff, media, public agencies and the Humboldt County Office of Education
12. Serves as advisor to the Board of Education in matters of employer/employee relations
13. Responsible for employer/employee relations and negotiations with the certificated and classified unions
14. Supervises and evaluates principals; Business Manager; Director of Maintenance, Transportation, & Operations; Cafeteria Manager; A-Step Director; and other positions as assigned

Service Period: 220 days per year      Salary: \$94,000 or as approved by contract

Adopted by Board of Trustees: January 24, 2006