

**STAR CITY PUBLIC SCHOOLS**  
**SUPERINTENDENT OF SCHOOLS JOB DESCRIPTION**

To provide leadership in all areas of teaching and learning: curriculum, data analysis, and professional development. 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 facilities, property, and funds in the best interests of students and the school system.

**MINIMUM JOB REQUIREMENTS**

- A. Arkansas Superintendent Certification or ability to obtain
- B. Masters or higher degree
- C. 3-5 years experience in educational administration

**REPORTS TO** School Board

**SUPERVISES** Directly or indirectly all school district employees

**PERFORMANCE RESPONSIBILITIES**

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories:

**A. Educational Leadership**

- 1) Facilitates the development of and implements a collaborative effort to seek fulfillment and refinement of the educational vision, mission, and beliefs and assists and leads in setting priorities for the school system.
- 2) Supports policy and works for constructive change.
- 3) Communicates the educational vision and mission effectively to all stakeholders.
- 4) Demonstrates knowledge of innovative developments and trends in K-12 education.
- 5) Ensures that policies, procedures and school rules promote a safe, respectful, and healthy school environment.

- 6) Communicates effectively with the School Board, staff, students and the community about educational trends, curriculum needs and instructional programs.
- 7) Ensures that administrators and teachers communicate student progress and school to parents.
- 8) Administers the development, implementation, and assessment of educational programs consistent with state and federal standards.
- 9) Conducts reviews of the total school program, evaluates administration and advises the School Board on recommendations for the educational advancement of the schools.
- 10) Recommends to the School Board the timely revision and adoption of courses of study, curriculum, teaching materials, and technology.

## **B. Communication**

- 1) Keeps the public informed of the status of the schools and the District as a whole.
- 2) Ensures meetings of administrators, teachers and other staff members are conducted as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- 3) Communicates to all staff members, directly or through delegation, actions of the School Board relating to policy matters and receives from employees communications to be made to the School Committee.
- 4) Confers as appropriate with professional and constituent groups concerning the school program and transmits suggestions to the School Board and others, as appropriate.
- 5) Provides the School Board ample and timely information in order for them to make well-informed decisions regarding policies and financial decisions.
- 6) Communicates the Star City School District vision and mission effectively to all stakeholders, is proactive and uses a variety of means to inform, commend, recommend, thank, inquire, and respond.
- 7) Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school system, affecting a wholesome and cooperative working relationship between the schools and the community.
- 8) Communicates and understands the needs and perspectives of various community groups.
- 9) Attends, or delegates a representative to attend, meetings of state, municipal agencies at which matters pertaining to the school system appear on the agenda or are expected to be raised.

## **C. Staffing**

- 1) Implements the Arkansas Teachers Evaluation system for all administrators and supervises

teachers.

- 2) Fosters an environment that encourages continuous learning, accountability and improvement on the part of school staff.
- 3) Ensures protocols are in place to develop and implement an effective system of staff development focused on improving the educational and operational programs for each of the schools in collaboration with the administration and District funds.
- 4) Advocates for staff to participate in professional development, school visitations and coursework within the framework of the school system's budget.
- 5) Keeps the School Board abreast of needs pertaining to adding additional staff.
- 6) Develops and implements a hiring process that complies with applicable state and federal laws targeting the most qualified and competent teachers, administrators, and extra curricular personnel.
- 7) Ensures that job descriptions for all staff are developed, remain current, and serve as a basis for the evaluation of all school personnel.
- 8) Respond appropriately to employee grievances or problems in accordance with applicable School Board policies and/or state/federal laws and regulations.
- 10) Establishes personnel procedures that provide information that may be used to advance the quality of the school system, such as evaluation conferences for employees, employee focus group discussions on specific aspects of job performance and duties, surveys and/or other means of eliciting staff member feedback.

#### **D. Financial Management**

- 1) Demonstrates the ability to perform effective financial forecasting and long and short-term financial planning.
- 2) Supervises the preparation and presentation of the annual budget and recommends it to the School Board for approval.
- 3) Explains clearly the proposed budgets, needs and priorities of the district to stakeholders.
- 4) Ensures financial procedures and accounts are maintained and that audits are performed on an annual basis. Further, communicate any audit findings by a third-party to the School Board with recommendations for corrective action.
- 5) Apprises the School Board the status of expenditures and receipts on a monthly basis.
- 6) Aligns budgeted funds and human resources to achieve agreed upon strategic goals.

## **E. Operational and Facilities Management**

- 1) Files, or causes to be filed, all reports required by state or federal laws/regulations.
- 2) Makes administrative decisions necessary for the effective and efficient operations of the schools. Acts on own discretion when emergency action is necessary in matters not covered by School Board policy. Reports such emergency actions to the School Board.
- 3) Models for school personnel the use of data to make well-informed decisions.
- 4) Supervises and ensures compliance with all laws, regulations and School Board policies.
- 5) Develops and implements short and long-term maintenance plans for school buildings and grounds, delegating duties as the Superintendent deems appropriate.
- 6) Supervises student services: maintenance, cafeteria, technology and other facilities/equipment needs in budget planning.
- 7) Develops and implements guidelines and procedures governing the use and care of school facilities and property.

## **TERMS OF EMPLOYMENT**

Length of contract, salary and benefits shall be determined by agreement of the School Board and Superintendent under the Superintendent's contract.

## **EVALUATION**

Performance shall be evaluated in accordance with Arkansas law.