

CENTRAL SCHOOL DISTRICT

Job Title: District Superintendent of Schools

Occupational Group: Administration

Reports to: Board of Trustees

Work Year: 224 days

Date of Board Approval: 8/20/1998

DEFINITION

The District Superintendent shall be the chief executive officer of the District and secretary to the Board of Trustees. The Superintendent shall be responsible for carrying out all policies of the Board and performing all legal functions as required by the Education Code.

ESSENTIAL & REPRESENTATIVE DUTIES – Duties may include, but are not limited to, the following:

SUPERVISION

1. Acts as chief executive, administrative, supervisory and advisory officer of the District. **E**
2. Supervises and evaluates personnel in positions of management. **E**
3. Develops and recommends appropriate district-wide form or organization to implement district philosophy and goals. **E**
4. Administers the schools in accordance with the laws of the State, rules and regulations of the State Board of Education, and the policies adopted by the Board. **E**

INSTRUCTION

1. Observes the instructional program by regular visits to schools in the District and by conferring with the assistant superintendent, principals, teachers, and other staff. **E**
2. Provides professional leadership and guidance for establishment, maintenance and continued improvement of a unified program of education. **E**

POLICY

1. Provides the Board with factual information and professional advice necessary for the formulation of school policies. **E**
2. Develops educational policies for recommendation to the Board and implements all adopted policies, rules and regulations. **E**

NEGOTIATIONS

1. Consults with the Board's negotiator in matters related to certificated and classified employees. **E**

FINANCE

1. Directs the preparation of the school budget and revises or takes such other action in connection with the budget as the Board of Trustees may direct. After the adoption of the budget by the Board of Trustees, he/she shall see that it is administered in conformity with legal requirements and actions of the Board. **E**
2. Exercises general supervision of the business activities of the District by maintaining adequate accounting of funds, equipment, and supplies, and in securing the most effective use of such supplies and equipment. **E**

GOVERNMENT AGENCIES

1. Attends those meetings at city, state and national levels that will be of assistance in improving the educational programs of the District.
2. Acts as agent for the Board of Trustees in relationship with other governmental agencies. **E**

EVALUATION

1. Directly evaluates services of the Assistant Superintendents, Director of Special Education and Pupil Personnel, and principals. **E**

BOARD

1. Acts as secretary to the Board of Trustees, prepares an agenda for each meeting of the Board, and records all actions of the Board in the official minutes of the District. He/She shall maintain records of all Board of Trustees' business, including official correspondence. **E**
2. Acts as professional advisor to the Board and keeps the Board fully informed on all issues and problems of the school program, noting when decisions need to be made and policies adopted, and providing the Board with complete data and competent advice far enough ahead of time to permit deliberation, sound resolution of the issues, and informed action of the Board. **E**
3. Keeps the Board informed on legal requirements of school operation so that the Board may ascertain that all such provisions are met, and he/she shall report to the Board any infringement of the legal rights of the District. **E**
4. Prepares an annual report and supplementary reports for the Board of Trustees which activities of the various departments and indicates the development of the school summarize program, and contains an estimate of future needs. **E**
5. Furnishes educational leadership to the Board, school staff, and community.
6. Prepares and submits to the Board of Education for review and approval the administrative rules and regulations. **E**
7. Reports on unusual incidents of disciplinary action which may be referred to the Board for action shall be made early enough to give the Board members time to request further information before action is taken. **E**
8. Represents the Board of Trustees in routine relationships with employees.
9. Maintains an awareness of the needs of the District and presents this information to the Board of Trustees. **E**

BUILDING

1. Directs the development of new school plant facilities and the acquisition of school sites in accordance with future needs. **E**
2. Maintains general supervision of the physical facilities of the District by cooperating with all employees in securing the most effective use of school facilities. **E**
3. Is responsible for contracting with the public for community use of buildings and grounds.

PUBLIC RELATIONS

1. Is responsible for a comprehensive public relations program which keeps the community and staff informed about the school district. **E**
2. Issues publicity releases pertaining to policy or executive action by the Board of Trustees or administrative staff. **E**

ATTENDANCE

1. Enters into interdistrict attendance agreements when authorized by the Board of Trustees.

OTHER

1. Seeks opportunities for personal professional growth.
2. Stimulates the best possible relationships among the employees of the District and encourages high standards of performance and pride in results.
3. Must provide, at own expense, a car and a cellular phone for use during the work day and in the event of an emergency.

WORKING CONDITIONS

Office environment; subject to driving from site to site.

OTHER REQUIREMENTS

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.