

## **Superintendent**

### *Marshall Public School District Job Description*

**Position Title:** Superintendent

**Department:** Central Office

**Reports To:** Board Of Education

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**SUMMARY:** Under direction of the Board of Education, manages the school district, acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Acts as the agent of the Board of Education.
- Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board.
- Manages a staff of administrators including the Assistant Superintendents, Directors, and Principals.
- Ensures the communication and interpretation of Board decisions and requests to staff and community.
- Facilitates the development and implementation of the District's vision, goals and strategies.
- Coordinates the evaluation of certified and classified staff.
- Responds to staff and community regarding questions or problems about school operations.
- Coordinates the annual Board review of the District's programs.
- Recommends policy and program decisions to the Board.
- Develops administrative rules and procedures to implement Board policy.
- Makes periodic visits to all school buildings throughout the school year.
- Oversees the preparation of the annual budget and establishes processes for effective fiscal management.
- Coordinates the recruitment, selection and induction of new certified and classified staff, and recommends candidates to the Board for hiring.
- Attends various organizational meetings outside and within the school district.
- Is responsible for providing effective public relations.
- Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations.

**SUPERVISORY RESPONSIBILITIES:** Manages subordinate supervisors who supervise all employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee Relations, Athletics, Vocational Education and Building and Student Services Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Also provides for the supervision of non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:** A Specialist Degree in Education, with a Doctorate preferred. Must have strong leadership skills and communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certification for Superintendent, Certification for Central Office Administration.

**EVALUATION:** Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on the evaluation of the superintendent.

**TERMS OF EMPLOYMENT:** Twelve-month contract.

