



Minidoka School District Superintendent Search 2019-2020

Steps as the Board Determines Superintendent Qualifications

Step 1: Review the current job description for the Superintendent position. If the job description is updated regularly, the Board should be able to identify several professional qualifications directly from that document.

Step 2: If you distributed a survey to community and staff requesting their input on the next Superintendent, review that survey for input for both qualifications and qualities directly from the community and staff.

Step 3: Consider what qualities your current Superintendent provides to the District as a whole. With his retirement, what are the must-have qualities that the next Superintendent will need to possess (or able to timely learn) in order to be successful as the next Superintendent?

Step 4: Below is a list of several professional qualities and qualifications that ISBA has identified over the past few years. This list is based on other superintendent positions in Idaho as well as national suggestions.

Sample Professional Qualifications and Qualities for the Superintendent Position:

Experience and Education:

- Holds a valid Idaho Administrative credential with Superintendent Endorsement, or eligible for licensure as a superintendent in Idaho.
- Holds an education specialist or doctorate degree or complete a comparable post-master's sixth year program at an accredited college or university.
- Successful experience as an educational leader and administrator including a minimum of four years of full-time certificated K-12 experience.
- Strong background in curriculum, supervision, human relations skills, team building, and technology
- Demonstrated ability in business practices, school law, and proven record in student achievement and test scores.

Professional Leadership:

- Has positive experiences dealing with conflict and problem management
- Experience administering the development/maintenance of a positive educational program
- Experience with budgeting and school finance
- Fosters positive community relationships (including parent/student engagement)
- Experience with policy making
- Successful experience with technology implementation
- Successful experience with managing staff (including teacher recruitment and retention)
- Strong background in curriculum, supervision, human relation skills, and team building
- Experience evaluating the effectiveness of all phases of the school program (i.e. curriculum, instruction, supervision, etc.)
- Experience working with and building consensus with diverse ethnic and cultural groups
- Analyzes, understands, and relies on data for making decisions in line with the continuous improvement plan
- Excellent communication skills including speaking, writing, and listening skills
- Strong organizational and management skills
- Has clear understanding of curriculum and instruction
- Understands the importance of accountability for and by staff, parents, students, and patrons.
- Able to assess, analyze and anticipate emerging trends and initiatives in order to adapt leadership strategies
- Experience in planning both long and short range district goals
- Other (please specify)
- **Decisive and Assertive**