

Mendota THSD #280

JOB DESCRIPTION

Position Title: Superintendent
Qualifications: As Established by the Board of Education
Reports to: Board of Education

JOB GOAL

This position is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board of Education with respect to such activities.

DUTIES

1. Oversee the total school operations (building, curriculum, budget, extra-curricular programs, staffing, non-professional personnel, student behavior). This is to be construed as having to do with substantive matters rather than day-to-day operations. The Superintendent sees that there are no inconsistencies in building rules and regulations, overlapping scheduled activities, duplicated scholastic efforts, etc. Superintendent is the coordinator of District-wide functions.
2. Administer, or causes to be administered, all rules, regulations, and policies of the Board of Education.
3. Direct personnel without exceeding the scope of established Board policies.
4. Prepare or has prepared regular and special reports to the Board of matters pertaining to school finance, administration, curriculum, personnel and public relations.
5. Recommend to the Board for selection the adoption all textbooks and education materials and courses of study.
6. Keep close watch to see that none of the terms of the contract with the teacher's association are violated.
7. Develop or causes to be developed a school curriculum and education program that meets the legal requirements and conforms to Board policies.
8. Recommend to the Board a levy, school budget, and operating the schools within the adopted levy and budget limits.
9. Recommend all personnel to the Board for employment.
10. Act as a mediator in settling intra-school differences.
11. See that proper and adequate records are kept in all departments, such as finance, student accounting, property, policies, etc.
12. Recommend a school calendar for the ensuing year for Board approval.
13. Assign teachers to their positions and make such transfers from one position to another as well as promote the interests of the school after consultation with the administrative staff.
14. Set up a schedule for district-wide in-service training of both professional and nonprofessional employees.

15. Devise a system of evaluating annually administrators, teachers, and noncertified employees.
16. Develop a sound and on-going public relations program, involving the media, civic organizations and other community groups. The Superintendent shall involve the administrators, teachers, students, and Board members in the presentation of the school to its public.
17. Prepare and submit all reports requested by the state agencies, which have jurisdiction over schools.
18. Keep abreast of current trends in education.
19. Keep alert to sources of funds, which will benefit the upgrading curricular offerings at all times.
20. Strive to upgrade the curricular offerings and the instructional and noncertified staff.
21. Attend all meetings of the Board except when his/her own election, efficiency, or salary is being considered.
22. Conducts research and recommends plans for the short and long range goals, services, and programs of the district.
23. Makes reports on the maintenance and general condition of the buildings with recommendations for their improvement. Investigates facility needs making recommendations as needed.
24. Administers the crisis response plan of the district with general supervisory responsibility for any threatening or dangerous situation.
25. Makes weather-related decisions in regards to the transportation of students.
26. Responds to grievances and legal charges against the school district and assists in legal preparations when necessary to defend the district against liability suits.
27. Be alert to potential situations, which might create liability for the district.
28. Oversees the safety program of the district and sees that safe equipment is provided and used appropriately.
29. Maintains the same high level of ethical behavior and confidentiality of information about students and employees as is expected of all staff.
30. Perform any other duties as assigned by the Board of Education.

QUALIFICATIONS

1. Minimum of a M.S. in school administration with a valid Professional Educator License (PEL) with a Superintendent Endorsement.
2. At least five years experience as an administrator or supervisor in public schools, the State Board of Education, education service regions, or in certain approved non-public schools.
3. At least five years of previous experience in an educational setting, preferably in a teaching role. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
5. Ability to understand and follow basic oral and written instructions.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

SCHEDULING

Schedule may vary based on school district needs.

Adopted _____, 2026