

Superintendent

Dept/Div: District Wide/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex executive work programs, operations, activities and facilities of the District, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the School Board. Organizational supervision is exercised over all personnel in the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recommends instructional programs and improvements to the School Board.

Performs liaison activities between the community and school district; responds to parents, students, citizens and staff concerns regarding school district issues.

Develops short- and long-term operating and capital plans and instructional goals; develops funding sources and strategies.

Prepares school board agendas and provides recommendations for each item of school business.

Interprets staff proposals to the Board; recommends adjustments of employee policies and salary structures.

Meets with school board, staff, government officials and others to establish goals and objectives; prepares reports, schedules and agendas.

Coordinates school operations, programs and activities with other local agencies as appropriate.

Attends and participates in board meetings and other committee/board meetings and public hearings, advising and providing necessary information regarding the activities operating under the District's authority.

Oversees district's financial operations; prepares, presents and recommends proposed budgets to the Board for approval.

Reviews and revises policies and procedures and recommends improvements and adjustments to the Board.

Establishes and maintains relationships with various agencies and personnel outside the District to promote the District's best interests.

Maintains and improves effective board/superintendent relations; periodically reviews and upgrades performance through joint seminars and training sessions.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of the public schools; comprehensive knowledge of school personnel and administrative practices, procedures and methods; ability to communicate excellently and have interpersonal skills including speaking, writing and listening; ability to collaborate and work with city and county officials, the legislature and other educational service agencies; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; ability to motivate, develop and direct an effective administrative team, maximizing the skills of its members; ability to operate standard office equipment and related hardware and software; ability to establish and maintain effective working relationships with community organizations, parents, teachers, staff, students and associates.

Education and Experience

Master's degree in education administration, or related field and extensive experience in education administration, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for

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expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Teaching license.

Superintendent license.

Applicable district or department training will be provided and must be completed upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/31/2012

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