

Superintendent Job Description

Position Summary:

Manages daily operations of the district. Recommends changes of policy, programs, major purchases and staffing to the School Board, represents the district in labor negotiations and to various education and public groups.

Minimum Requirements:

Shall hold a Superintendent Licensure in the state of Minnesota (candidates applying shall possess or be able to possess)

A thorough working knowledge of Minnesota statutes pertaining to school operations. A thorough working knowledge of Minnesota school finance. Highly developed written and oral communication skills.

Essential Responsibilities:

Strategic Planning

The Superintendent organizes the collaborative development and implementation of a district strategic plan based on analysis from a variety of sources.

- Supports the district's mission by identifying, articulating, and planning for the educational needs of students, staff, and other stakeholders.
- Works collaboratively with the board to develop long and short range goals and objectives consistent with the strategic plan, and monitors progress in achieving long and short range goals and objectives.
- Implements strategies for the inclusion of staff and various stakeholders in the planning process.
- Fosters a culture of continuous improvement.
- Delegates appropriate aspects of the district's long and short range goals.
- Establishes and maintains an accountability system to ensure these goals and objectives are obtained.
- Ensures district employees receive a performance evaluation according to district policy. Provides an annual report to the board summarizing the results of employee evaluations.
- Ensures appropriate staff development is identified through analysis of student achievement data and this development is conducted to enhance student achievement.
- Recommend employees for hire, tenure, promotion, transfer or dismissal in accordance with the needs of the district, the policies and contracts of the board, and with State and Federal laws.
- Develops district human resource plan, including development or recruitment for key district positions.

Educational Leadership

The Superintendent defines the educational needs of the district and communicates them to the school board, recommending new or revised policies and staffing levels as necessary.

- Demonstrates a thorough knowledge of curricular and instructional trends and development, and effectively translates those into the district's operation.
- Demonstrates a measurable means of tracking educational progress and the needs of the district.
- Communicates this measurement on a regular basis with the board.
- Uses this data to make continuous improvements to the educational progress of the students.
- Ensures policies and administrative procedures necessary to meet these needs are in place and up to date. Policies and Procedures shall be:
 - Consistent with current regulations
 - In alignment with the district's vision for education

Financial Management

The Superintendent oversees all financial operations of the district and prepares, presents, and recommends budgets and contingency plans to the school board.

- Applies financial forecasting and planning procedures that support efficient use of all school district resources. Maintains long range capital and operating spending forecast.
- Acquires, allocates, and manages district resources in compliance with all laws to ensure the effective and equitable support of all the district's students, schools, and programs.
- Allocates resources consistent with the mission and strategic plan of the district.
- Works collaboratively with the board and the appropriate staff to determine priorities for budgeting and for the effective allocation of space and human resources.
- Oversees development and implementation of the annual school operating budget and capital improvement plan.
- Maintains appropriate and accurate financial records. Communicates these records effectively with the school board and the public.
- Utilizes human and material resources outside the school that may support and/or enhance the achievement of the goals and objectives.
- Provides adequate staffing and other resources to support technology infrastructure and integration across the school district.
- Assists and advises the board in contractual negotiations and strictly administers these contracts.
- Coordinates the districts' response in legal matters. Ensures the board is kept abreast of actual or potential district liabilities.

Facility Operations

The Superintendent shall be responsible and accountable for all day-to-day operations of the school district.

- Ensures the highest order of school safety is maintained.
- Provides for procedures and training of appropriate emergencies.
- Ensures all daily activities are focused on education of the students.
- Closes schools, cancels activities or meetings as appropriate due to weather or other emergency conditions.
- Ensures proper cost effective food service programs are provided.
- Ensures proper cost effective transportation needs are provided.
- Responsible for all required reports to government agencies.

Asset Management

The Superintendent oversees all construction, modification and maintenance of school facilities.

- Ensures existing facilities are maintained to promote a positive learning environment.
- Ensures construction, modification and maintenance is performed on a cost effective basis.
- Anticipates future needs and proactively pursues fulfillment of those needs.
- Coordinates anticipated needs with city, county and other outside sources.
- Proactively communicates with the board and the public on anticipated construction projects and the status of current projects.

Community Relations D6 Daily/Annually 5%

The Superintendent actively promotes positive relations with the city, county, state and local organizations.

- Communicates and promotes the district goals, objectives, and expectations to stakeholders. Participates in efforts to align community and district goals and activities.
- Establishes, maintains, and evaluates a planned, two-way system of communication with community constituencies.
- Serves as an articulate spokesperson for the district and represents the district favorably at the local, state, and national level.
- Works cooperatively with representatives of the news media to present the district in a positive manner.
- Develops partnerships with other districts and public and private agencies to enhance the district's ability to serve students and other constituents.
- Seeks ways to increase parent and community involvement.
- Promptly informs the board of actual and potential public concerns.