

SUPERINTENDENT JOB DESCRIPTION
Eagle Valley Public Schools

- A. Shall develop a school philosophy along with the Board of Directors.
- B. Shall be ex officio member of the Board of Directors and shall attend all regular and special meetings of the Board of Directors.
- C. Is the Chief Executive Officer of the Board of Directors and shall be the administrative head of all departments of the school system. Shall administer all the affairs of the district in accordance with State Law, State Department Regulations, board policies and established procedures.
- D. May delegate responsibility but shall be responsible for the results produced.
- E. Shall recommend to the Board of Directors any changes to the salary schedules of employees and any other contract or agreements involving school business.
- F. Shall delegate the duties and responsibilities of the personnel of the system.
- G. Shall keep necessary school records, local County and State reports, reports from Principals, teachers and other employees. All reports must be readily and assessable And kept with care, promptness and uniformity. Shall keep such additional records as required by the Federal Government.
- H. Shall prepare each year an itemized budget covering related revenues and expenditures for the year to be approved by the School Board.
- I. Shall audit all claims and approve all bills for payment and submit same to the board for final consideration.
- J. Shall approve all payrolls and submit to the board for payment.
- K. Shall notify the Board Chair when it is necessary to be absent from town more than one (1) work day at a time during the school term.
- L. Shall consult with the Board Chair or in the Board Chair's absence, the acting Chairperson who in turn should call a special meeting.
- M. May delegate emergency administrative duties to the assistant Superintendent.

- N. Shall make periodical written reports to the Board of Directors on financial status of the Budget or other matters pertaining to school affairs and shall include these reports in the agenda of the meeting where they will be considered.
- O. Shall supervise the work of the business office personnel.
- P. Shall arrange such office hours as maybe necessary to the for the administration of the school and convenience of the public.
- Q. Shall keep informed concerning educational matters by attending educational meetings, workshops, conventions, short courses, and by reading educational books, pamphlets, and magazines.

**The following will be delegated to Administrative Assistant/
Principal**

- R. Shall recommend to the Board of Directors the appointment of teachers and other employees, to fill vacancies in the system as they occur.
- S. Shall define the duties and responsibilities of the personnel of the system.
- T. Shall be responsible for developing a comprehensive program of education for the community, including K-12 education.
- U. Shall represent the Board in dealing with the staff and visa versa.
- V. Shall prepare for execution of approved forms, all contracts for principals, supervisors, teachers, bus drivers and all other employees of the district.
- W. Shall have authority to grant requests to excuse employees from work according to School and Contract policies and his best judgment.
- X. Shall assign substitutes to fill vacancies caused by sick leave or temporary absence of staff members.
- Y. Shall recommend important changes in the curriculum of the schools.
- Z. Shall have prepared manuals or bulletins containing duties and responsibilities, policies or regulations governing the proper performance of staff functions
- AA. Shall devise and maintain a system of reports to keep parents informed of attendance, scholarship and deportment of their children.

BB. Shall be directly responsible for the purchase, storage and accounting of all supplies and equipment.

CC. Shall sign all requisitions and purchase orders for supplies and equipment.

DD. Shall prepare the school calendar including all activities sponsored under the name of the school.

EE. Shall recommend to the Board of Directors: building alterations, additions, new equipment and improvement of the grounds and shall supervise Capital Outlay improvements.

FF. Shall be responsible for the rental or use of rooms or parts of the school plant and equipment in accordance with established policies of the Board of Directors.

GG. Shall administer the school lunch program and shall approve all reports required by the school's food program including Federal and State.

HH. May close school, using good judgment and consultation with Superintendent, in the event of bad weather or road conditions.

II. Shall supervise the transportation system of the school system and assign drivers on all routes or trips in connection with school activities.

JJ. Shall supervise the activity fund. Shall present the activity fund account book and records to the Board of Directors for audit at the close of the year. Shall be bonded in accordance with State Law.

KK. Shall develop and maintain a Comprehensive Emergency Procedures Policy.

LL. Shall develop and maintain an Affirmative Action Grievance (Non-Certified), Sexual Harassment, Drug and Alcohol, and Child Abuse and Neglect Policies.

MM. Shall develop and maintain effective policies for the selection on instructional materials and instructional media and equitable complaint procedures concerning these materials and media.

NN. Shall perform such other duties as are assigned from time to time by the Board of Directors.

