



Rushford-Peterson Schools

Independent School District 239

SUPERINTENDENT

Position Title: Superintendent
Department: Administration
Supervisor's Title: School Board
Pay Grade: cba

Work Location: Rushford, Main Building
Work/Duty Year: Per Employment Agreement
Work Schedule: Monday-Friday
Work Hours: 8:00 am-5:00 pm

Purpose

Performs top-level executive, professional, and administrative work with overall responsibility to guide and direct the operations and activities of the school system. Informs the School Board about operations/activities at regular and other meetings and provides advice regarding future operating and capital needs. Administers board-approved budget and policies. Regularly interacts with principals, teachers and staff to promote an effective educational program and efficiently managed school. Is accountable for all aspects of the school district's programs and operations.

Organizational Relationships

Reports to: School Board and various board committees

Communicates with: Internally – All administrative staff/teachers/other district employees, students and parents; Externally – State Department of Children, Families and Learning (CFL), other state agencies, Hiawatha Valley Education District, consultants, vendors/suppliers, local media, business and community groups, other superintendents, other educational and professional associations.

Supervises: Directly – Principals, Business/Office Manager, Head Cook, Head Custodian, Payroll/Administrative Clerk; Indirectly – All other district employees.

ESSENTIAL FUNCTIONS

- Provides leadership for the district's educational programs, staff development programs and curriculum development to promote the best learning environment for students.
- Regularly attends and participates in Board meetings, overseeing agenda/packet preparation; informs and advises the Board about programs and activities; and keeps the Board informed of pertinent issues/concerns.
- Defines, to the Board, the district's educational needs, proposes changes to programs/activities; and recommends new or revised policies and practices.
- Undertakes, or effectively recommends to the Board, the full complement of personnel functions such as staffing/hiring, training and staff development, assigning and prioritizing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge.
- Administers/interprets the district's personnel policies; maintains/administers the district's pay and benefits; and interprets staff proposals to the Board, serving as the Board's primary advisor in collective bargaining.

- Serves as liaison between the community and the school district and regularly communicates with business, civic and community organizations and responds to questions/concerns of parents, students and residents to increase understanding of policies and practices to keep informed and involved with the school activities.
- Ensures literature and information for public consumption is readily available, promotional, and supportive of the district's mission/goals/objectives.
- Delegates oversight responsibility to an appropriate staff person (s) during personal absences.
- Oversees all financial operations of the district: prepares – with the support of the Business Manager and input from principals – various budgets; presents budget documents and financial reports to the Board; and makes recommendations regarding operating and capital expenses.
- Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, to establish instructional and other district goals.
- Establishes and maintains good relationships with relevant agencies and personnel outside the school to promote the district's best interests; regularly interacts with legislators and local government leaders, state and federal agency officials and other superintendents.
- Maintains and improves personal performance through attendance at seminars, workshops and other training events including advanced training in school administration to keep up-to-date with related topics. (moved from an item below)
- Authorizes the purchase of major equipment/supplies in accordance with established purchasing policies and procedures.
- Ensures the school's building and grounds are maintained in a clean and safe manner.
- Reviews and interprets monthly financial statements and provides such information to the Board.
- Oversees the district's data privacy practices to ensure private and public data is correctly handled.
- Promotes fair and equitable treatment of teachers, staff and students through promoting rights and responsibilities; responds to complaints and grievances from employees and students; and discusses, with the Board, critical situations, making recommendations as appropriate.
- Regularly consults with building principals regarding their schools' operations to assist in eliminating/correctly problem areas, promote efficiency, and improve service delivery.

Other Duties and Responsibilities

Perform other related duties as assigned by the School Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the learning and teaching process acquired through substantial education and experience.
- Skill in interpersonal/human relations, group processes and meeting facilitation.
- Skill in analyzing and synthesizing a variety of data and information and ability to make sound conclusions and recommendations for decision making purposes.
- Ability to make independent decisions, oftentimes with imperfect information, when circumstances warrant such action.
- Ability to deal tactfully and patiently with students, parents, district employees and school visitors.

- ~~Ability to obtain advanced training in school administration and keep up to date with related topics. (move to above)~~
- Knowledge of laws, rules and regulations pertaining to public schools.
- Ability to plan/develop, organize and implement programs/activities/policies in alignment with the district's mission and Board's goals and objectives.
- Ability to seek out and explore new models and methods to promote innovations and improvements to the district's programs and activities.
- Must be able to read and interpret financial records, reports, etc.
- Ability to use computer and peripherals, software applications and other office equipment.
- Ability to communicate, administer and interpret policies, procedures.
- ~~Ability to move intermittently throughout the work day. (omit)~~
- ~~Ability to cope with the mental and emotional stress of the position. (omit)~~

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education, psychology, and/or a subject matter area that is desirable **and** substantial administrative experience with at least two years as an assistant principal or higher level.

PREFERRED QUALIFICATIONS

Master's degree or higher in education or education administration.

Working Conditions (omit section)

~~Works in office setting as well as in and around the district's buildings and grounds. Sits, stands, bends, lifts and moves intermittently during work hours. Subject to frequent interruptions. Subject to irate, emotionally upset, and hostile students, parents and employees. Operates a school or personal vehicle to travel within, as well as outside, **the cities of Rushford and Peterson to visit district buildings,** observe district activities, and attend meetings. Works beyond normal working hours and on weekends and holidays when necessary.~~