

## PLEASANTDALE SCHOOL DISTRICT 107

**JOB TITLE:** Superintendent of Schools  
**JOB GOAL:** Provide leadership to ensure excellence in all district programs and functions  
**REPORTS TO:** Board of Education  
**QUALIFICATIONS:** Illinois Superintendent Certification  
Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

#### **General**

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### **Specific**

1. Implement all policies as directed by the Board of Education.
2. Supervise and direct all employees. The Superintendent may assign supervisory and other duties to staff members and hold them responsible for faithful execution of their assignments.
3. Recommend for appointment all personnel employed by the Board of Education and the salary to be paid.
4. Assign or transfer employees with the consent of the Board of Education.
5. Make decisions in keeping with the policies that the Board of Education has established.
6. Direct the preparation of the annual budget in accordance with the school laws of Illinois and in cooperation with the Board of Education.
7. Supervise the expenditures of all monies for the purpose voted by the Board of Education.
8. Prepare and present to the Board of Education all matters requiring legislative action.
9. Attend all meetings of the Board of Education and attend all meetings of committees when his/her presence is essential to the conduct of business. When in attendance at these meetings, the Superintendent has a right to speak upon all matters under discussion.
10. Serve as the chief spokesperson for the district in all operational matters.
11. Ensure that a safe and secure environment is maintained at all times.
12. Serve as a liaison to the community and promote recognition of the District in the community.
13. Establish the appropriate culture that promotes effective communication, collaboration, and support of the District vision.
14. With the Board of Education, establish and implement strategic planning processes that will guide the District's growth.
15. Supervise and direct all facets of the school program.
16. Perform all other duties as may be assigned by the Board of Education.
17. Acting liaison between the Board and staff during negotiations with unionized personnel.
18. Recommends to the Board of Education for final action the promotion, salary changes, demotion, or dismissal of any employee.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

### **EVALUATION:**

Performance in this position will be evaluated annually in accordance with the provisions of the superintendent contract.

### **TERMS OF EMPLOYMENT:**

Length of contract, salary, and benefits as established by the Board of Education.

Rev. 8/8/19