



Job Description: Superintendent of Schools

FTE:	Job Code:
FLSA Category: Exempt	Band: _____ Grade: _____ Subgrade: _____
Reports To: School Board	Work Days Per Year:

JOB SUMMARY: The superintendent of schools is the chief executive officer of the school district, serves as the professional advisor for, and is accountable directly to the School Board. The superintendent is responsible for guiding and directing all operations and activities of the school district and for informing the School Board about needs for current and future operations. The superintendent shall recommend actions for consideration by the School Board, recommend policies, and shall be responsible for implementing, interpreting, and executing these policies.

ESSENTIAL RESPONSIBILITIES:

- Manages all aspects of the school district operations; evaluates the results being achieved and takes corrective action when required; reviews, evaluates, and gives final approval to major changes in operating policies, plans, programs, and services.
- Defines the educational needs of the school district to the school board, recommending annual staffing and program plans, and assists the school board with recommendations for new or revised policies and enforces all School Board policies.
- Provides overall leadership for the school district's educational programs, staff development and improvement of instruction; reviews current instructional delivery systems and student achievement results; initiates improvements to provide the best learning environment for students.
- Establishes a plan of district organization to achieve the mission and goals of the district; staffs key management positions with qualified personnel, defines their areas of accountability, authority, and standards of performance; annually conducts appraisals of administrator job performance.
- Oversees all financial operations of the district; presents and recommends budget plans to the school board; prepares all other financial items for school board consideration and action; implement strategies to increase fund balance and ensure overall fiscal health of the district.
- Assumes final responsibility for administering the terms and conditions of employment with all employee groups; supports school board negotiations with employee groups; makes recommendations for employee practices and salary structures for school board action.
- Provides overall leadership to a comprehensive strategic planning process that includes short-term and long-term planning, school board priorities, district and school goals; coordinates periodic evaluation of plans and revisions as needed.
- Maintains effective school board/superintendent relationships and an open communications process; prepares school board meeting agendas with background information for proposed decisions; recommends opportunities for training and performance improvement to individual school board members.
- Develops and directs an effective leadership team to help support alignment of systems, resources, and processes for long range planning across the organization.
- Acts as the liaison between the community and the school district; manages a process for responding to the concerns of parents and staff to increase understanding of policies; seeks to include parents, students, citizens in school activities.
- Builds relationships with businesses, civic organizations, funders, and other partners to support district priorities, programming, and strategic initiatives.

- Advocates for the school district; establishes and maintains effective relationships with government agencies, including local/state/federal leaders, in order to promote the best interests of the school district and school community.
- Support the implementation of plans to address the social and emotional wellbeing, mental health, safety and security, and belonging needs of both students and staff.
- Acts with honesty and in an ethical manner with the School Board, staff, students, member districts and our various communities.
- Performs other duties of a similar nature or level as directed by the Board.

MINIMUM QUALIFICATIONS:

Education:

- Masters or Specialist/Doctorate degree in educational administration or educational leadership
- Minnesota School Superintendent license
- Valid Minnesota driver's license

Experience:

- Experience as a superintendent, curriculum director, special education director or other school administrative position.
- Prior teaching experience.

Knowledge or Skills:

- Ability to establish and maintain relationships with teachers, parents, administrators, board members, students, and community members.
- Ability to communicate effectively with students, parents, teachers, administrator, community, and staff.
- Ability to supervise, delegate authority, mentor, and monitor administrators and directors in the conduct of their organizational responsibilities.
- Ability to develop and present complex and diverse issues, proposals, and concepts articulately.
- Public relations skills.
- Proven abilities in human relations and communications.
- Effective decision-making skills.
- Effective conflict resolution skills; negotiation and mediation techniques.
- Strong leadership and time management skills.
- Working knowledge of all aspects of a school district.
- Demonstration of professionalism and ethical practices.
- Fiscal policy and financial management along with budgeting principles.
- Ability to demonstrate enthusiasm and commitment toward the job and mission of the district.
- Ability to work with, supervise, and discipline individuals with a variety of styles and personalities.
- Knowledge of local, state, and federal laws, rules, and regulations.

PHYSICAL FACTORS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.