

SUPERINTENDENT OF SCHOOLS

POSITION TITLE: SUPERINTENDENT OF SCHOOLS

Qualifications:

- Idaho Superintendent Certificate; prefer doctorate and experience as Superintendent or Assistant Superintendent.
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable.

Reports To: Board of Education

Supervises: Principals, Assistant Superintendent, District Office Personnel

Job Goals: To provide leadership in developing and maintaining the best possible educational programs and services. Further, to oversee and administer the use of all district facilities, property and funds, with the maximum of efficiency and an ever-present overriding concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES: (Responsibilities may be delegated, but such delegation does not relieve the responsibility.)

1. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.
2. Serves as ex-officio member of selected district. Prepares the agenda for each board meeting, shall attend all meetings, except when own contract is being considered, and shall participate in all deliberations of the Board when such deliberations do not concern own contract.
3. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
5. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
6. Acts on own discretion if emergency action is necessary in any matter not covered by the Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
7. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
8. Supervises the carrying out of all laws, regulations and Board policies.
9. Makes all Superintendent level administrative decisions within the school necessary to proper function of the school district.
10. Makes such rules and gives such instruction to school employees and students as may be necessary to implement Board policy.
11. Delegates at own discretion to other employees of the Board the exercise of any power or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action taken under such delegation.

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12. Formulates school objectives, policies, plans and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its policy for the schools.
13. Oversees the revision of all curriculum guides and courses of study.
14. Communicates directly or through delegations all actions of the Board relating to personnel matters to all appropriate employees; and receives from employees, communications to be made to the Board.
15. Assists the Board in staff negotiations with professional personnel.
16. Employs such personnel as may be necessary, within the limits of budgetary provisions and subjects to the Board's approval
17. Assigns and transfers employees according to policies and negotiated contracts and as the interest of the district may dictate. Reports such action to the Board for information and record.
18. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
19. Supervises methods of teaching, supervision, and administration in affect in the schools.
20. Approves vacation schedules for salaried district employees under direct supervision.
21. Suspends employees according to State and Federal Law and policies, district, and negotiated contracts. Report such suspensions to the Board.
22. Recommends to the Board for final action the promotion, salary changes, demotion or dismissal of any employee.
23. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action.
24. Submits to the Board an explanation of any proposed procedure which would involve either departure from established policy or the expenditure of unbudgeted substantial sums.
25. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
26. Established and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
27. Provides suitable instructions and regulations to govern the use and care of school properties.
28. Recommends to the Board sales of all property no longer required by the Board, and supervises the proper execution of such sales.
29. Maintains directly or through delegation such personnel records, pupil accounting records, business records and other records which are required by law and by Board policy.
30. Files, or causes to be filed, all reports by the State and the school code.
31. Recommends the established or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program, and approves the special transfer of students from one neighboring district to another only when, in the Superintendent's opinion, conditions in each case warrant such action.
32. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
33. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites: the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements and changes in the buildings and equipment of the district.
34. Represents or delegates a representative to attend meetings with other school systems, institutions, agencies and community organizations.
35. Keeps informed of modern educational thought and practices by advance study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.

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36. Represents the Board as liaison between the school district and the community.
37. Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
38. Keeps the public informed about modern educational practices, educational trends and the policies, practices and problems in the district's schools.
39. Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
40. Performs such other tasks as may, from time to time, be assigned by the Board.
41. The Superintendent is hereby delegated as the representative of the Board of Trustees with the authority to accept a resignation from any employee at any time it is tendered. Such resignation shall be binding and effective as the date the registration was tendered if accepted.
42. Complaints and criticisms against various schools and school employees should be resolved at the schools' level. However, when necessary, the Superintendent shall hear any complaints or criticisms against the School District, various schools and school employees. The Superintendent shall then act as an arbiter in matters of controversy between school employees and parents. The Board of Trustees shall not deal with such matters except on appeal by an individual for their consideration of the Superintendent's decision or at the request of the Superintendent.
43. Oversees employee recognition of the district, including Teacher of the Year, Classified of the Year, Banquet recognition and year-end retirement dinner.
44. District insurance committee facilitator.