

JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. At least ten years of successful experience in teaching and school administration
2. A master's degree or higher
3. Education or endorsed for service in the State of Idaho by the State Department
4. Demonstrated leadership ability in working with students, staff, parents, and the general public.

REPORTS TO: The Board of Trustees

SUPERVISES: Directly or indirectly, every district employee

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional and supportive services staff in setting and achieving the highest standards of excellence, so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful, and personally rewarding education. Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education

PERFORMANCE

RESPONSIBILITIES: (Typical tasks include but shall not be limited to:)

General

1. Serves as Chief Executive Officer for the District and to the Board of Trustees
2. Enforces all board policies, state and federal laws pertaining to schools
3. Supervises the preparation and filing of reports required by the federal government. State Department of Education and the Board of Trustees
4. Represents the district and is responsible for all implementation of Federal Programs
5. Establishes and maintains a program of positive public relations to keep the public well informed of the activities and needs of the district
6. Delegates at own discretion to other employees the exercise of any powers for the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for action taken
7. Establishes procedures to adequately maintain records for the schools and the district including a system of financial accounts, equipment, and property inventories, personnel files, enrollment and attendance data and student permanent files
8. Works in collaboration with the Board of Trustees to establish a program to adequately maintain, clean, repair or replace school buildings, equipment and playgrounds
9. Carries out the policies and regulations of the District governing the use of school properties for school or community purposes
10. Creates the necessary administrative regulations and gives such instructions to school employees and students as may be necessary to implement Board policy
11. Conducts such meetings of administrators, teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
12. Develops innovative ideas and concepts and devises realistic plans and programs that may be adopted or implemented to execute those ideas
13. Serves as the District's contact with area legislators and other government officials to interpret the district's position on various issues

14. Works in collaboration with the Board of Trustees to prepare, maintain and regularly updates long range strategic plans for the educational program, for facility planning, and for demographic and financial projections
15. Recommends the establishment 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 in accordance with Board policy when conditions in a case warrant such action
16. Represents the district in its dealings with other school systems, and institutions, agencies, community organizations and in negotiations for site acquisitions
17. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means
18. Represents the district in meetings with community groups and leaders to establish strong partnerships that support the district and the community.

Board

1. Prepares the agenda and attends all Board meetings except when his/her contract is being considered
2. Advises the Board on the need for new and/or revised policies and makes administrative rules and regulations deemed necessary to execute Board policies
3. Advises the Board on school law and finance
4. Enforces the policies, regulations and decisions of the Board and is responsible for their dissemination to school employees and the general public
5. Presents to the Board for approval recommendations for the annual school calendar
6. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary facts, information, and reports as are needed to insure the making of informed decisions
7. Informs and advises the Board about the programs, practices, and problems of the schools and keeps the Board informed of the activities operating under the Board's authority
8. Makes recommendations to the Board concerning the efficient transportation of pupils in accordance with the law and safety requirements
9. Directs staff negotiations with all personnel
10. Recommends to the Board sales of all property no longer required by the District and supervises the proper execution of such sales
11. Makes recommendations to the Board with reference to the location and size of new school sites; the location and size of new buildings; the plans for new school buildings; financing of site and school building acquisition; improvements, alterations and changes in buildings and equipment
12. Represents the Board as a liaison between the school district and the community
13. Assists the Board in developing goals and objectives which may realistically be met by the district
14. Performs such other tasks as may from time to time assigned by the Board

Personnel

1. Establishes procedures for the recruitment, screening, selection and of all district employees
2. Recommends the appointment, promotion, probation, demotion or discharge of all school employees
3. Establishes procedures for properly maintaining permanent personnel and pupil records
4. Develops a program for the supervision and evaluation of all certified and non-certificated employees
5. Maintains and periodically updates a District Policy Manual and employee handbooks and sees that employees are informed of the same
6. Develops job descriptions for all staff positions in the district

7. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; ~~and reviews all communications from employees made to the Board~~
8. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record
9. Approves vacation schedules for all regular district employees
10. Suspends any employee for just cause and report such suspension to the Board at the next meeting for final action
11. Suspends or terminates any classified employee for just cause and report suspension or termination to the Board at the next meeting for ratification or rejection of such action by the Board

Finance

1. Responsible for the financial planning of the district and the preparation of of the annual operating budget recommendations followed by implementation of the approved budget
2. Arranges all appropriate audits are performed annually on school and district accounts
3. Oversees all purchasing for the District
4. Annually recommends salary and wage scales for all employees to the Board for approval
5. Establishes and maintains efficient procedures and effective controls for all expenditures of school or district funds in accordance with the adopted budget and policies of the Board
6. Maintains adequate programs of insurance to cover employees, students and the district from loss by peril or liability

Curriculum / Staff Development

- ~~1. Oversees district wide planning and implementation of curriculum~~
- ~~2. Recommends to the Board adoption of all courses of study, curriculum guides, and major changes in textbooks and time schedules to be used in the schools~~
- ~~3. Establishes a curriculum development program which utilizes staff in the study, monitoring, development and evaluation of K-12 curriculum on a continuing basis~~
4. Provides a quality program of staff development for all employees geared toward improving services and, in particular, improving the instructional program

CONTRACT: One to three years - to be arranged with the Board

WORK YEAR: Twelve months

SALARY: To be arranged with the Board

BENEFITS: Annual leaves based upon tenure of service - minimum of 12 days per year and maximum of 31 days per year with maximum accumulation of 42 days

12 days per year sick leave

Medical and dental insurance coverage

State Retirement System

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Idaho Code and the Board's policy on evaluation of Administrative Personnel

APPROVED BY: _____ **DATE:** _____

REVIEWED AND AGREED BY: _____ **DATE:** _____

Adopted: November 6, 1980

Revised: August 11, 1994

Reviewed: January 12, 2009
Reviewed: