

**BLOOMINGDALE SCHOOL DISTRICT 13**  
**JOB DESCRIPTION**

Job Title:	<b>Superintendent of Schools</b>	Reports To:	<b>Board of Education</b>
Pay Schedule/Range:	<b>Contract as determined by the Board</b>	FLSA Status:	<b>Exempt</b>
Prepared/Revised Date:	<b>May 23, 2016</b>	Work Year:	<b>July 1 – June 30 (261 days)</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in education administration plus additional coursework required for licensure
- Doctorate in education preferred
- Minimum of seven years of experience in teaching or school administration

**LICENSES, REGISTRATIONS OR CERTIFICATIONS:**

- Valid Illinois Professional Educator License registered in DuPage County
- General Administrative Endorsement
- Superintendent Endorsement
- Criminal background check required for hire; employment contingent on appropriate results

**SUMMARY:** The Superintendent manages all aspects of the district's educational and instructional programs; financial and business services; personnel and staff relations; operation, maintenance, and utilization of all facilities; information and technology services; long-term capital needs; and community relations. (Board Policy 3:40)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required, as defined in the Educational Leadership Policy Standards: ISLLC 2008 in Appendix 2. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB TASKS DESCRIPTIONS:**

**Responsibilities to the Board**

- Report to the Board of Education the progress and status of district programs and activities.
- Inform the Board on all matters of major importance or significance to the activities, programs, and progress of the district.
- Discuss emerging educational and district issues with the Board on a regular basis.
- Act as a chief executive officer to the Board of Education and attend all meetings.
- Prepare Board agendas in consultation with the Board of Education President.
- Advise and assist the Board in the policy-making process. Supervise the keeping of records of Board proceedings in a form to facilitate their use.
- Facilitate the development of monthly or annual reports as requested by the Board and obtain legal and other research necessary to support Board governance.
- Regularly communicate with the Board on issues related to the IASB, ISBE, the General Assembly, or other organizations as they pertain to the priorities of the District.
- Provide in-service and orientation of new Board Members to their role and the organization/procedures of the Board.

**Teaching and Learning**

- Develop long- and short- range educational objectives for the improvement and growth of the district programs and educational activities to meet the needs and desires of the community.
- Manage the overall educational process and administrative procedures and controls necessary to implement the educational programs for achieving the district's educational objectives.
- Manage the evaluation, analysis, and appraisal of the achievements of students and the performance of personnel in the educational programs or activities against the District's stated objectives.
- Provide for staff and administrative in-service education and participation in relevant workshops, share information about effective teaching practices, and encourage staff to try out new teaching methods, to aid in the improvement of instruction.
- Supervise the curriculum review process, including the identification of learner outcomes, the review and approval of curriculum materials, course development, and the organization of curriculum in order to promote achievement of learner outcomes.
- Supervise the preparation of annual School Improvement Plans and monitor their accomplishment.
- Supervise the establishment, operation, and scheduling of building and District committees and other activities to ensure appropriate coordination and articulation in the delivery of the educational program.

## **JOB TASKS DESCRIPTIONS (continued):**

### **Finance**

- Direct the development of the annual budget of the District.
- Review and recommend programs and supporting data for including funds in annual budget.
- Oversee management of the district's financial activities and ensure that expenses are within approved budgetary limits.
- Monitor and interpret for the Board of Education and community the progress and status of expenditures in relation to budgetary limits and provide for monthly interpretation of the financial activity and status of the District.
- Supervise the preparation of short- and long-range financial projections.

### **Personnel**

- Develop and recommend policies and programs for personnel recruitment, selection, and retention; employee relations; employee benefits and services; employee safety; personnel evaluation and salary administration for the District.
- Ensure the establishment of effective supervisory and evaluation procedures for all personnel.
- Monitor and guide the progress of negotiations with bargaining units.
- Hire, evaluate, mentor, and develop subordinate personnel under his/her direct supervision.

### **Buildings and Grounds**

- Oversee the maintenance, repair, and remodeling of school facilities.
- Ensure that safety measures at all buildings are up-to-date and are prioritized when repair or upgrades are required.
- Supervise a planned, preventative maintenance program for buildings and grounds.
- Oversee the technology infrastructure and systems designed to protect the District from security breaches and to ensure the electronic support for the delivery of instruction at all sites.

### **Community Engagement**

- Maintain a cooperative working relationship between the schools, the community, and community agencies.
- Serve as a representative of the school system and the community at meetings on the local, state, and national level.
- Attend conventions and conferences as are necessary to keep informed of the most current and impactful educational programs, systems, and services.
- Represent District 13 in organizations and activities involving other school districts, multi-district cooperatives, units of government, and other outside organizations and agencies.
- Establish and maintain a program of public information that will keep the public well informed of the activities, accomplishments, and needs of the schools, effecting an informed and cooperative working relationship between the schools and the community.
- Establish and maintain appropriate linkages between the School District and various segments of the community, including business, industry, other units of government, community organizations and agencies, and individual citizens, in a manner that both encourages and guides their cooperation, involvement and support.
- Encourage the cooperation, involvement and support of parents in the education of their child(ren) through such means as dissemination of handbooks and other written or digital information; communication with parents through such means as classroom newsletters, phone calls, conferences, email, or social media; encouraging at home activities that enhance and reinforce learning; and providing opportunities for parent education.

Perform other duties as assigned by the Board or otherwise.

## **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication
- English language skills
- Strategic and visionary skills with sound technical and analytical abilities
- Serve as a model of a technology competent user
- Promote digital citizenship and responsibility
- Advanced interpersonal skills
- Advanced skill in dealing with students and staff with diverse needs at various levels
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills

- Advanced data analysis and forecasting skills necessary for short and long range planning
- Advanced knowledge of curriculum and instruction programs, practices, laws, policies, procedures, and guidelines
- Ability to develop, evaluate, and manage budgets
- Ability to serve as an advocate for District 13 and public education inside and outside the community
- Ability to maintain confidentiality in all aspects of the job
- Ability to treat others with respect, works with integrity and ethics, and demonstrates teamwork skills
- Ability to manage multiple tasks with frequent interruptions, to use time efficiently, to demonstrate attention to detail, to follow instructions and respond to management direction
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate authority

**REPORTING RELATIONSHIPS:**

**Direct reports:**

Director of Teaching and Learning  
 Director of Finance/CSBO  
 Director of Special Education and Student Services  
 Director of Technology  
 Director of Buildings and Grounds  
 Building Principals  
 Administrative Assistant to the Superintendent

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:** While performing the duty of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is frequently required to instruct and copy.

Approved: March 22, 2006  
 Amended: May 23, 2016  
 First Reading: March 25, 2024



## Appendix 2: ISLLC 2008 at a Glance

# Educational Leadership Policy Standards: ISLLC 2008

An education leader promotes the success of every student by...

### STANDARDS

Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders

Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

Ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment

Collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources

Acting with integrity, fairness, and in an ethical manner

Understanding, responding to, and influencing the political, social, economic, legal, and cultural context

### FUNCTIONS

A. Collaboratively develop and implement a shared vision and mission

B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning

A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations

B. Create a comprehensive, rigorous, and coherent curricular program

A. Monitor and evaluate the management and operational systems

B. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources

A. Collect and analyze data and information pertinent to the educational environment

B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources

A. Ensure a system of accountability for every student's academic and social success

B. Act to influence local, district, state, and national decisions affecting student learning

A. Advocate for children, families, and caregivers

B. Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies

C. Create and implement plans to achieve goals

C. Create a personalized and motivating learning environment for students

C. Promote and protect the welfare and safety of students and staff

C. Build and sustain positive relationships with families and caregivers

C. Promote and protect the welfare and safety of students and staff

C. Build and sustain productive relationships with community partners

C. Safeguard the values of democracy, equity, and diversity

C. Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies

D. Consider and evaluate the potential moral and legal consequences of decision making

D. Promote continuous and sustainable improvement

D. Supervise instruction

E. Develop assessment and accountability systems to monitor student progress

D. Develop the capacity for distributed leadership

E. Ensure teacher and organizational time is focused to support quality instruction and student learning

D. Consider and evaluate the potential moral and legal consequences of decision making

E. Promote social justice and ensure that individual student needs inform all aspects of schooling

E. Monitor and evaluate progress and revise plans

F. Develop the instructional and leadership capacity of staff

G. Maximize time spent on quality instruction

F. Develop the instructional and leadership capacity of staff

H. Promote the use of the most effective and appropriate technologies to support teaching and learning

F. Develop the instructional and leadership capacity of staff

H. Promote the use of the most effective and appropriate technologies to support teaching and learning

I. Monitor and evaluate the impact of the instructional program