

Work Session  
Thursday, November 3, 2022 5:30 PM

Northland High School Room C113  
316 Main St E  
Remer, MN 56672

## **Agenda**

1. Greetings, Pledge of Allegiance, Mission Statement  
Mission Statement: *Educate and inspire all learners to reach their full potential*
2. Discussion Items
  - 2.1. Superintendent job description
  - 2.2. Superintendent position positng
  - 2.3. Staff Survey
  - 2.4. Student Leadership Team versus Student Council
  - 2.5. District employee behavior on and off duty
  - 2.6. Searches for vapes
  - 2.7. Suspension in and out of school
3. Next Meeting:  
Regular Meeting November 17, 5:30 p.m.

# Northland Community Schools

## JOB DESCRIPTION

**Position Title: Superintendent**

**Approved: 5/18/2017**

**Department: District Office**

**Reports To: School Board**  
(Title)

**JOB SUMMARY:** Serves as Executive Officer of the school district. Provides leadership in developing and maintaining quality education programs and services. Oversees all areas of the school district. Facilitates ongoing Strategic Planning and processes connected with achieving goals.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Leadership

- 50%**
- A. Provides leadership and supervision for all school district educational programs, staff development programs, and curriculum development to provide the best learning environment for students.
  - B. Articulates a mission and vision for the school district and leads the creation and implementation of the district's strategic plan.
  - C. Provides leadership for the development of a systematic plan to provide for continuous school improvement.
  - D. Ensures that job responsibilities are clearly defined, understood, and effectively accomplished.
  - E. Informs and advises the Board about programs, practices, and problems of the district.

#### Accountability

- 30%**
- A. Develops short and long range plans to address identified needs through collection and analysis of data.
  - B. Holds district staff accountable to performance expectations, goals and standards.
  - C. Oversees district financial condition and recommends budgetary actions to the school board to ensure the long term fiscal health of the district.
  - D. Maintains safe and secure facilities and grounds.
  - E. Ensures all staff evaluations are conducted in a timely manner.

#### School Board

- 10%**
- A. Serves as chief executive officer under the direction of the School Board.
  - B. Implements and executes the decisions and policies of the Board.
  - C. Provides professional information and recommendations on programs, policies, personnel, legal matters, and school finance.
  - D. Works with the Board Chairperson to set agendas for Board regular meetings and work sessions, which are aligned with district priorities.

#### Communication and Public Relations.

- 10%**
- A. Maintains a system of regular communication with the Board of Education.
  - B. Provides the Board ample and timely information in order to make well informed, data driven decisions.
  - C. Establishes a professional and respectful working relationship with teachers and support staff.

D. Ensures the public is kept informed of school activities, programs, planning and needs through regular communication.

A. Performs other duties as assigned or requested.

## **WORK REQUIREMENTS AND CHARACTERISTICS:**

### **Education/Certification Requirement:**

- Appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

### **Experience:**

- Teaching experience preferred
- At least 2 years of experience in school administration

### **Essential Skills Required to Perform the Work:**

- Strong leadership and time management skills.
- Knowledge of state and federal regulations.
- Ability to work in a diverse environment.
- Projects a positive, cooperative and respectful attitude with students, parents, administration, employees and community members.
- Knowledge of district general administrative policies and procedures.
- Ability to manage multiple projects simultaneously
- Knowledge of software and hardware.
- Ability to perform information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow and classifying and organizing information for decision making and monitoring.
- Ability to communicate effectively with students, parents, teachers, administrators, community, and staff.

### **Machines, Tools, Equipment, Electronic Devices, and Software Required:**

- Operates computer, printer, copy, fax, phone system and other electronic equipment required for the position
- Utilizes various software applications.

### **Supervision of Other Employees:**

- Responsible either directly or indirectly for supervision of all school district employees.

### **Physical Job Requirements:**

- Requires the ability to move throughout the building.
- May require physical intervention with students.
- Requires extended periods of sitting and working on a computer.

**Mental Job Requirements:** Requires dealing with stressful situations, visualizing outcomes and conclusions and making high stakes decisions.

- Requires multi-tasking while dealing with constant interruptions.
- Requires exercising confidentiality in handling school district information
- Requires planning for upcoming scheduled events and deadlines in a timely manner.

- Requires problem solving situations resulting in solutions that are appropriate and follow school district policies.
- Requires visualizing outcomes and conclusions, analyzing and interpreting data, conducting research, managing resources, and evaluating performance of others.

**Working Conditions:**

- Normal office and school conditions
- Travel required between buildings and to offsite meetings

**Job Outcomes:**

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Ensures safe environment conducive to learning.
- Ensures the school district operates efficiently and smoothly.
- Provides the educational opportunity for every student to reach his/her potential.
- Communicates effectively and promotes a shared commitment to a safe and productive learning environment, staff professional growth, and parental involvement.
- Monitors district budget and compliance with budget guidelines, state and federal regulations, district policies and procedures.

***This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by the Board. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.***