Updated 6/28/21

**Title:** Superintendent

Supervisor/Evaluator: Board of Education

Terms of Employment: Superintendent shall receive 15 calendar days of vacation annually exclusive of weekends and legal school holidays observed by the District and 14 days of sick leave annually. Vacation days shall be taken within the year school in which it is credited and shall not be cumulative. Superintendent shall communicate his intention to take vacation leave to the Board President. Earned sick leave shall be cumulative to a maximum of 360 days. In addition, Superintendent shall receive 3 personal days and 3 bereavement days per year which shall not be cumulative from year to year. Personal leave not used during a school year will be added to the accumulated sick leave.

Job Tasks/Responsibilities:

I. RELATIONSHIP WITH THE BOARD

1. Prepare thoroughly and in a timely manner for board meetings
2. Keep the Board informed on issues, needs, and operations of the school district
3. Advise the Board on the need for new or revised policies
4. Administer the District within policy
5. Be responsive to the Board’s directives and follow up promptly on Board questions
6. Work cooperatively with the Board to establish District goals, to conduct long range planning, and to seek solutions to District concerns
7. Administer the intent and spirit of decisions

II. COMMUNITY RELATIONS

1. Function effectively within the District
2. Function effectively within the Community
3. Communicate well with parents, citizens, and business leaders in the Community
4. Ensure that all public inquiries and complaints are handled promptly, courteously, and fairly
5. Increase community awareness by communicating the positive activities, programs, and accomplishments of the District
6. Keep the public well informed of the policies, practices, and programs of the District
7. Earn and maintain the respect and support of the Community

III. PERSONAL AND PROFESSIONAL QUALITIES

1. Keep informed of the needs of the school program, facilities, equipment, and supplies
2. Ensure that the physical and financial assets of the District are protected from loss
3. Ensure that the District is in compliance with state and federal requirements
4. Responsible for the overall financial planning in the District, successfully coordinate all aspects of the budget

IV. PERSONNEL

* 1. Supervise and evaluate effectively the performance of administrative staff and give commendation for good work and constructive suggestions for improvement
  2. Recommend to the board for action: promotions, salary and benefit changes, disciplinary action, or dismissal of personnel
  3. Secure and nominate for employment the best qualified and most competent personnel available
  4. Work with staff in an efficient, fair, and consistent manner

V. MANAGEMENT OF EDUCATIONAL PROGRAMS

* 1. Be well-informed and up-to-date about educational programs and practices
  2. Be knowledgeable of the social, political, and economic developments, which impact education
  3. Ensure that the staff has appropriate data regarding school performance and understand how to use it to identify needs and implement improvements
  4. Evaluate programs and practices effectively

VI. MANAGEMENT AND LEADERSHIP

1. Delegate responsibility and authority appropriately and hold individuals

accountable

1. Create a collaborative staff environment that produces a high level of teamwork
2. Demonstrate an interest in and is involved with people
3. Demonstrate leadership in short and long range planning
4. Monitor the buildings and grounds for safety and appearance and make

recommendations to the Board regarding needed improvements, additions or changes

1. Provide leadership to ensure that the District has effective rules and regulations

regarding student conduct and safety

1. Involve Staff, Board and Community in planning problem solving solutions for the

District

1. Inspire trust and confidence
2. Model the behavior expected of District administrators

VII. ADMINISTRATIVE EFFECTIVENESS

1. Attack solutions to problems with common sense, vigor, and imagination
2. Keep perspective between larger concepts and details
3. Maintain a good knowledge base and professional renewal schedule for leadership effectiveness
4. Utilize the resources of school Staff and Community
5. Devote the necessary time and energy
6. Plan effectively and in an orderly manner
7. Shoulder responsibility and face difficult tasks
8. Seek improvement in the school for the children
9. Show a willingness to try new approaches and methods
10. Demonstrate the initiative and persistence to formulate and accomplish goals and objectives
11. Maintain high standards of ethics, honesty and integrity
12. Seek and accept constructive criticism of work
13. Be open and honest in communications and respect an honest difference of opinion

VIII. PERSONAL AND PROFESSIONAL QUALITIES

1. Be accessible, approachable, and personable
2. Write effectively
3. Speak well informally and in front of groups
4. Think on your feet
5. Demonstrate a cooperative attitude
6. Relate well to colleagues and community members
7. Manage time effectively
8. Consider divergent views

IX. Other

1. All other duties as assigned by Board of Education considered as “other”