

Admin/Supervisor

SUPERINTENDENT

REPORTS TO: The Board of Trustees

I) KNOWLEDGE SKILLS AND ABILITIES:

- 1) Strong leadership, organizational, and communication skills.**
- 2) Able to speak to large groups of people.**
- 3) Able to establish and maintain effective working relationships with students, staff, and the community.**
- 4) Able to express him/herself clearly and concisely in both oral and written communications.**
- 5) Able to perform duties with an awareness of all District requirements and Board policies.**
- 6) Ability to handle stressful situations.**
- 7) Ability to maintain confidentiality of employee and student matters.**
- 8) Ability to effectively manage time and responsibilities.**
- 9) Demonstrate leadership ability and general knowledge of issues and problems in all aspects of the District.**

II) ESSENTIAL FUNCTIONS:

- 1) Serves as chief executive officer of the school system.**
- 2) Has general supervision of all schools of the District and the personnel employed by the District.**
- 3) Implements and administers the policies of the Board and develops administrative regulations to implement Board policy.**
- 4) Recommends, in association with building level principals, academic courses of instruction to the Board.**
- 5) Recommends all textbooks and submits the selections to the Board for its approval.**
- 6) Has general supervision of all pupils of the District, enforces compulsory attendance laws, and has authority to suspend any student for good cause.**
- 7) Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the Office of Public Instruction.**
- 8) Provides leadership, initiative, and technical guidance to the Board and to District personnel.**
- 9) Serves as liaison between the community and the District.**

- 10) Evaluates the effectiveness of all phases of school programs, including but not limited to curriculum, instruction, books, materials, equipment, supervision, administration, business procedures and school finance, personnel procedures, and auxiliary services.
- 11) Keeps community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- 12) Completes fair and accurate annual performance evaluation of all administrators.
- 13) Makes recommendations to the Board, individually or in consultation with appropriate personnel, regarding employment, promotion, nonrenewal, or cessation of employment.
- 14) Analyzes financial condition of the District, presents District budgets, and proposes budget item priorities and long-range financial needs to maintain a financially sound District.
- 15) Reviews policies with the Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- 16) Establishes and directs preparation of meeting agendas; presents items for consideration; and responds to inquiries of the Board.
- 17) Ensures compliance with appropriate state and federal constitutional and statutory rules and regulations.
- 18) Serves as resource and advisor to the Board during collective bargaining with the teachers' association.

Only minimum duties are listed. Other functions may be required as given or assigned.

III) EQUIPMENT USED:

Computer (desktop and laptop), copy machine, fax machine, telephone/voice mail.

IV) WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job. The noise level in this position varies. When visiting a building, the noise level may be loud, while in the Central Office it may be quiet, and at meetings it may be moderate.

V) PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. The employee is occasionally required to use hands/fingers, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

VI) MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions, which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

I have received a copy of this job description and understand the contents and responsibilities of this position.

Superintendent

Date