

TITLE: Superintendent of Schools

1.01

QUALIFICATIONS: 1. Holds valid State of Oregon superintendent's certificate
2. Such other qualifications as established by the Board

REPORTS TO: School Board

SUPERVISES: All employees of the school district, either directly or indirectly

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services

PERFORMANCE RESPONSIBILITIES:

1. Directs the systematic appraisal of district operation and recommends changes as needed.
 - a. Plans toward the future on a continuing basis.
 - b. Is alert to changing trends in education and relates these changes in a meaningful way to the operation of the district.
 - c. Directs studies and planning related to such areas as school organization, student transportation, facility requirements and curriculum and staff development.
 - d. Distinguishes between critical issues and trivialities; uses time optimally so that significant matters are addressed and dealt with thoroughly.
 - e. Anticipates problems and is effective in preventative actions.
2. Provides systematic organization for district improvement and utilizes staff and community resources in the process.
 - a. Interprets and clarifies the purposes and needs of the school district to the Board, staff, students and public.
 - b. Possesses insight and awareness of district problems, personnel attitudes and general district morale.
 - c. Exercises good judgments and democratic processes in arriving at decisions.
 - d. Establishes short and long range organizational goals and provides for systematic measurement of planned outcomes.
 - e. Utilizes an organizational pattern which provides opportunities for staff and patron participation in the establishment of goals.
 - f. Utilizes an organizational structure which enables delegating responsibilities and developing recommendations at various levels.
 - g. Is effective in implementing and sustaining organizational change.
 - h. Is effective in resolving problems of operation.
3. Facilitates the development and directs the implementation of Board policies.
 - a. Initiates and guides the development of policies for Board consideration.
 - b. Advises the Board on the need for new or revised policies.
 - c. Interprets the intent of Board policies accurately.
 - d. Supports Board policies and actions to the public and staff.
 - e. Executes Board policies and develops such administrative rules and procedures as may be needed to implement Board policies.
4. Builds and maintains effective channels for communication within the district and between the district and the community.
 - a. Interacts with community groups to obtain information about community priorities as they relate to district programs.
 - b. Organizes and expresses ideas effectively.
 - c. Is accessible to others by receiving and responding to communications and suggestions.
 - d. Creates an environment which encourages the expression and examination of differing views and ideas.
 - e. Has regular communications with staff and community.
 - f. Handles media relations skillfully.

5. Directs the district's relationships with educational and community organizations and with official regional, state and federal agencies with defined responsibilities for educational process and financing.
 - a. Observes and enforces legal requirements.
 - b. Represents the district and maintains contacts with various organizations and agencies.
 - c. Is effective in working relations with educational and political leaders.
 - d. Is recognized and respected as a valuable resource in the broad educational community.

6. Supervises the selection, terms of employment, professional development, assignment, evaluation and dismissal of all personnel.
 - a. Bases selection and promotion of personnel on accurate job descriptions and identified district needs.
 - b. Assumes responsibility for the employment of personnel for classified positions.
 - c. Makes recommendations to the Board for certified and administrative positions and provides alternative choices if the Board questions initial recommendations.
 - d. Assesses trends in salary negotiations, makes recommendations and assists the Board in salary consultation for the district employee groups.
 - e. Assesses the needs of the total education program prior to making assignments.
 - f. Reviews regularly and reorganizes assigned duties, as needed, to take full advantage of staff resources as these relate to district needs.
 - g. Assesses and provides for the professional development needs of staff.
 - h. Encourages the creativity of employees.
 - i. Conducts an effective program of staff evaluation, giving commendations for excellent performance as well as constructive suggestions for improvement.
 - j. Holds staff accountable for high standards of excellence in performance of job responsibilities and service.

7. Maintains harmonious working relations with the School Board; acts as executive officer to the Board.
 - a. Seeks and accepts Board commentary of performance of responsibilities.
 - b. Is responsive to the concerns of the Board and follows up promptly on suggestions or reasonable requests from the Board.

8. Facilitates the operation of the School Board through the organization of meetings and the development of recommendations for Board action.
 - a. Attends and participates in all Board meetings except as designated by the Board during discussion on the employment of the superintendent.
 - b. Assists the Board Chairperson in developing meeting agendas; maintains records for all meetings of the Board.
 - c. Prepares recommendations based on thorough study and analysis and related to all matters requiring Board action; offers alternative courses of action as needed.
 - d. Keeps the Board informed on educational trends and on issues and needs related to the operation of the district.
 - e. Provides such necessary and helpful facts, information and reports as are needed to assure informed decision making by the Board.

9. Directs the management of district facilities and property, assuring effective and efficient use, maintenance and any needed development.
 - a. Provides for ongoing maintenance in order to preserve and enhance facilities, property and equipment.
 - b. Provides organizational procedures for efficient use of facilities, property and equipment.
 - c. Provides for replacement, acquisition and development of facilities and equipment through assessment of needs.
 - d. Encourages community use of district facilities.

10. Directs district business and financial management, including assessment of revenues and expenditures, budget development, allocation of funds and accounting of funds spent.
 - a. Plans and directs response to the needs of the district for facilities, equipment, staff and other resources.
 - b. Supervises all district operations and requires competent and efficient performance.

- c. Assures that funds are spent wisely and that necessary control and accounting are maintained.
 - d. Evaluates financial needs and recommends financing methods.
 - e. Prepares the annual operating budget recommendations, reflecting the district's educational philosophy and goals and the Board's annual objectives; implements the Board's approved budget.
 - f. Supervises the maintenance of appropriate records for the district, including a system of financial accounts.
11. Keeps informed on current educational thought, practices and trends; demonstrates interest in personal, professional development.
- a. Uses various means to stay informed, e.g. reading, attending conferences and visiting other school systems.
 - b. Participates in organizations and activities which enhance understanding of trends and changes in education.
 - c. Incorporates new ideas into organizational methods and educational programs.
12. Performs such other related tasks and responsibilities as may be required or assigned by the School Board.
- a. Acts on own discretion if action is required in an area not covered by Board policy; reports action as soon as practicable; recommends policy in order to provide guidance for the future.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of the superintendent.