

# Ashland School District 5

Code: **CBA**  
Adopted: 9/09/02  
Readopted: 5/08/17  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

The Board requires the superintendent to be a strong educational leader who has professional experience and training, including a current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent's license and other qualifications as established by the Board.

### 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. 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, curriculum development and staff development.
  - d. Distinguishes between critical issues and trivialities, using time optimally so that significant matters are addressed and dealt with thoroughly.
  - e. Anticipates problems and is effective in preventive 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 district to the Board, staff, students and the public.
  - b. Possesses insight and awareness of district concerns, personnel attitudes and general district morale.
  - c. Exercises good judgment 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 operational challenges.
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 administrative regulations 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. 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. Regularly communicates 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.
  - e. Develops and maintains positive working relationships with institutions of higher learning (i.e., Rogue Community College and Southern Oregon University).
6. Supervises the selection, terms of employment, professional development, assignment, evaluation, extension, nonextension, renewal, nonrenewal 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 licensed and administrative positions and provides alternative choices if the Board questions initial recommendations.
  - d. Assesses the needs of the total education program prior to making assignments.
  - e. Reviews regularly and reorganizes assigned duties, as needed, to take full advantage of staff resources as these relate to district needs.
  - f. Assesses and provides for the professional development needs of staff.
  - g. Encourages the creativity of employees.
  - h. Conducts an effective program of staff evaluation, giving commendations for excellent performance as well as constructive suggestions for improvement.
  - i. Holds staff accountable for high standards of performance.

7. Maintains harmonious working relations with the Board; acts as executive officer to the Board.
  - a. Seeks and accepts Board commentary on performance of responsibilities.
  - b. 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 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 chair in developing meeting agendas and maintains records for all meetings of the Board.
  - c. Prepares thorough study and analysis to all policy matters requiring Board action and offers alternative courses of action as needed.
  - d. Prepares recommendations through study and analysis related to all nonpolicy matters requiring Board action and offers alternative courses of action as needed.
  - e. Keeps the Board informed on educational trends and on issues and needs related to the operation of the district.
  - f. Provides necessary and helpful facts, information and reports, as 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 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;
  - f. Implements the Board's approved budget.
  - g. Supervises the maintenance of appropriate records for the district, including a system of financial accounts.

11. Keeps informed on current educational practices and trends, and demonstrates interest in personal and 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. Provides leadership toward accomplishing district goals as directed by the Board.
13. Performs such other related tasks and responsibilities as may be required or assigned by the Board.

Acts at own discretion, if action is required in an area not covered by Board policy, reports action as soon as practicable and 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.

END OF POLICY

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### **Legal Reference(s):**

<a href="#">ORS 332.075</a>	<a href="#">OAR 581-023-0006 to -0041</a>	<a href="#">OAR 584-036-0035(1)</a>
<a href="#">ORS 342.143</a>	<a href="#">OAR 581-023-0104</a>	<a href="#">OAR 584-046-0005 to -0024</a>
<a href="#">ORS 342.173</a>	<a href="#">OAR 581-023-0112</a>	<a href="#">OAR 584-080-0151</a>
<a href="#">ORS 342.175</a>	<a href="#">OAR 581-023-0220 to -0240</a>	<a href="#">OAR 584-080-0152</a>
<a href="#">ORS 342.850</a>	<a href="#">OAR 584-020-0000 to -0045</a>	<a href="#">OAR 584-080-0161</a>

### **Cross Reference(s):**

CBG - Evaluation of the Superintendent