

TITLE: Superintendent

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To fulfill the goals of the system, to effectively release the initiative and creativity of employees, to maintain suitable working conditions, and to provide for quality educational services

SPECIFIC RESPONSIBILITIES:

A. Contacts and relationships

1. Supervision received
 - a. Supervision received
 1. Directly: School Board
 2. Indirectly: N/A
 - b. Supervision exercised
 1. Directly: Supervisors, managers, principals and central office personnel as required
 2. Indirectly: All school employees
2. Organizational
 - a. Internal
 1. Continuous contact with School Board members, Supervisors, managers, principals, and central office personnel as required
 2. Frequent contact with other administrative personnel and school employees
 3. Occasional contact: N/A
 - b. External
 1. Continuous contact with public
 2. Frequent contact with SDE, civic and academic organizations, and regulatory agencies
 3. Occasional contact with vendors

B. Functions

1. Planning
 - a. Develop a program of self-improvement and professional growth
 - b. Administer the development of an educational program designed to meet the needs of the community
 - c. Prepare regulations as may be necessary to make the policies of the Board effective
 - d. Supervise the preparation of operational budgets
 - e. Formulate personnel regulations necessary to the functioning of the school system
 - f. Recommend all candidates to the School Board for employment
 - g. Develop a system of regular reporting to the Board on all aspects of the educational program
 - h. Develop a program of maintenance and improvement or expansion of school buildings and sites
 - i. Formulate a program for supervision for all schools
 - j. Anticipate needs, determine means of meeting these needs, and actuate the Board and the school personnel so that preparations can be made
 - k. Devise adequate processes and procedures to assure that the Board, the staff, and the community are well informed on all school matters

1. Propose alternative courses of action for the board to consider
- m. Develop in-service training programs for Supervisors, managers, principals, and central office personnel as required
2. Implementation
 - a. Administer the maintenance of an educational program designed to meet the need of the community
 - b. Enforce all policies established by the Board
 - c. Take appropriate action and report the same to the Board in matters not specifically covered by Board policy
 - d. Dispense to school employees all regulations formulated in order to make the policies of the Board effective
 - e. Delegate responsibilities and assign duties
 - f. Submit program budgets to the Board for approval
 - g. Authorize and direct all purchases and expenditures
 - h. Provide professional leadership for the educational program of the schools
 - i. Keep the Board informed on all vital matters pertaining to the school system
 - j. Initiate new processes and procedures toward task accomplishments
 - k. Direct and coordinate personnel toward common aims
 - l. Improve the instructional program by working with and through staff members in seeking solutions
 - m. Stimulate and facilitate the planning and operating of the instructional program
 - n. Procure resources for schools and account for their economical use
 - o. Assist the Board in the establishment of appropriate policies to govern the handling of business management affairs
 - p. Involve the community in the educational enterprise
 - q. Serve as the communication center and spokesman for the school system
 - r. Assure open channels of communication for the free flow of information in all directions
 - s. Participate in professional growth activities
 - t. Administer in-service training program for appropriate central office personnel and other administrators
 - u. Provide statistical reports upon request
 - v. Perform all other duties as required
3. Control
 - a. Submit an annual report on operation of the school system to the Board
 - b. Monitor the professional growth of each staff member
 - c. Supervise the maintenance of accurate records in all phases of the school operation for auditing purposes
 - d. Monitor administrative procedures and revise such procedure under the direction of the School Board
 - e. Evaluate the work performance of Supervisors, managers, principals and central office personnel as required
 - f. Monitor financial statements of all components

Employee's Signature

Date