

**Richland Parish School Board
Job Description**

TITLE: Superintendent

MINIMUM QUALIFICATIONS: United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

QUALIFICATIONS: In addition to the minimum requirements specifically set forth by the State Board of Education, the Superintendent shall possess the following qualifications:

- Be of good character and of unquestionable morals and integrity;
- Possess good judgment and common sense along with the ability to think clearly and independently, relying on facts instead of prejudices;
- Demonstrate high educational ability and leadership; and
- Have a strong personality and capacity for maintaining the respect of educational leaders in neighboring parishes and in the State of Louisiana.

REPORTS TO: Richland Parish School Board

SUPERVISES: School Principals and District Supervisors

TERMS OF EMPLOYMENT: Contract

EVALUATION: RPSB Annually

PERFORMANCE RESPONSIBILITIES:

1. Serve as the chief executive officer and the professional advisor to the School Board. May delegate responsibility for the operation of various segments of the school system, but shall be responsible to the School Board for the results produced.
2. Assume responsibility for growth in student learning.
 - a. Develop and meet yearly performance goals which positively affect student achievement through job responsibilities.
3. Established challenging yet attainable goals for self and district performance which will allow for continued growth as evidence through the district performance score.
4. Attend and participate in all meetings of the Board.
5. Advise the Board on the need for new/old revised policies and see that all policies of the Board are implemented.
6. Prepare the annual operating budget recommendations and implement the Board approved budget. Recommend the transfer from one budget item to another as conditions may arise.
7. Prepare and then submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
8. Inform and advise the Board about the programs, practices, and problems of the schools, and keep the Board informed of the activities operating under the Board's authority.
9. Secure and nominate for employment the best qualified and most competent teachers and supervisory and administrative personnel.
10. Assign and transfer employees as the interest of the district may dictate, and report such action

to the Board for information and records.

11. Hold such meetings of administrators, teachers, and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
12. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
13. Provide suitable instructions and regulations to govern the use and care of school properties for school purposes.
14. Establish and maintain a program of public relations to keep the public well informed of the activities and needs of the school district affecting a cooperative working relationship between the schools and the community.
15. Coordinate the total educational program and provide leadership in its development and improvement.
16. Direct studies and planning related to school organization, attendance area boundaries, and school plant requirements.
17. Recommend to the Board sales of all property no longer required by the Board and supervise the execution of such sales.
18. Maintain directly or through delegation records which are required by law and by Board policy.
19. Supervise the effective carrying out of all constitutional or statutory laws, state and charter regulations, and Board policies.
20. Attend such conventions and conferences as are necessary to keep abreast of latest educational trends.
21. Plan for professional growth and conduct self-evaluations.
22. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
23. Follow the specific requirements established by the State Department of Education and the State Board of Elementary and Secondary Education in the various bulletins adopted by each.

While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____