

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
E	9	1	

JOB TITLE	CONTRACT REFERENCE
Superintendent of Schools	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
School Board	January 2018

JOB SUMMARY

The superintendent of schools is the chief executive officer of the school district, serves as the professional advisor for, and is accountable directly to the School Board. The superintendent is responsible for guiding and directing all operations and activities of the school district and for informing the School Board about needs for current and future operations. The superintendent shall recommend actions for consideration by the School Board, recommend policies, and shall be responsible for implementing, interpreting, and executing these policies.

TASK NO.

1.	Provides overall leadership for the school district's educational programs, staff development and improvement of instruction; reviews current instructional delivery systems and student achievement results; initiates improvements to provide the best learning environment for students.
2.	Manages all aspects of the school district operations; evaluates the results being achieved and takes corrective action when required; reviews, evaluates, and gives final approval to major changes in operating policies, plans, programs, and services.
3.	Defines the educational needs of the school district to the school board, recommending annual staffing and program plans, and assists the school board with recommendations for new or revised policies and enforces all School Board policies.
4.	Establishes a plan of district organization to achieve the mission and goals of the district; staffs key management positions with qualified personnel, defines their areas of accountability, authority, and standards of performance; annually conducts appraisals of administrator job performance.
5.	Oversees all financial operations of the district; presents and recommends budget plans to the school board; and prepares all other financial items for school board consideration and action.
6.	Assumes final responsibility for administering the terms and conditions of employment with all employee groups; supports school board negotiations with employee groups; makes recommendations for employee practices and salary structures for school board

JOB TITLE

Superintendent

– Page 2

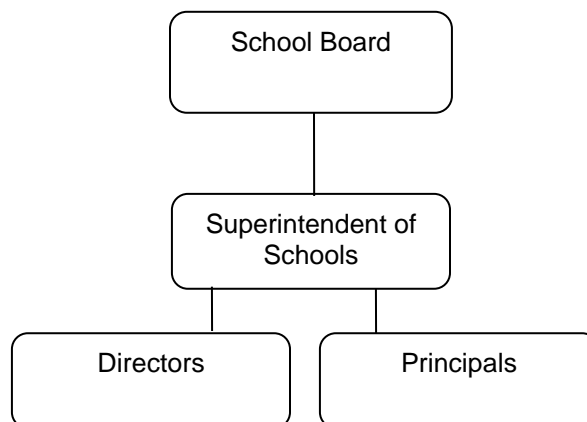
CONTRACT REFERENCE

Individual Contract

	action.
7.	Provides overall leadership to a comprehensive strategic planning process that includes short-term and long-term planning, school board priorities, district and school goals; coordinates periodic evaluation of plans and revisions as needed.
8.	Acts as the liaison between the community and the school district; communicates with business, civic and community organizations; manages a process for responding to the concerns of parents and staff to increase understanding of policies; seeks to include parents, students, citizens in school activities.
9.	Maintains effective school board/superintendent relationships and an open communications process; prepares school board meeting agendas with background information for proposed decisions; recommends opportunities for training and performance improvement to individual school board members.
10.	Establishes and maintains effective relationships with government agencies, including local/state/federal leaders--appointed and elected, in order to promote the best interests of the school district and school community.

QUALIFICATIONS (Specific training or job experience required before appointment)

Minnesota state licensure as a school superintendent; successful experience in prior administrative and/or superintendent positions; advanced training with doctoral degree preferred.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

—————

INDIRECT SUPERVISION

.....

WORK DIRECTION

ADVISE/INFORM

- - - - -

JOB TITLE

Superintendent

– Page 3

CONTRACT REFERENCEIndividual Contract

PHYSICAL FACTORS

The physical demands described here 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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.