

Superintendent Job Description**Page 1**

The Superintendent is the chief executive officer of the Board.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

The Superintendent or his/her designee as approved by the Board shall attend all meetings of the Board and shall participate in all Board deliberations, except when matters relating to the Superintendent's own employment are under consideration. The Superintendent shall receive notice of all Board and Board Committee meetings, and the Superintendent or his/her designee may attend all such meetings.

Relationship Within the School Organization

In harmony with the policies of the Board, State Laws, and State Board of Education Regulations, the Superintendent has executive authority over the school district and responsibility for its supervision and direction.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters and all other matters as to which his/her powers and duties are not expressly limited or are not particularly set forth.

The Superintendent shall be responsible to the Board as a body and not to the individual members of the Board.

The Superintendent will provide leadership, guidance, and direction to all members of the administrative, instructional, and support staffs in setting and achieving high standards of excellence and will serve as a professional example of dedicated service committed to providing meaningful and appropriate educational programs and services for all children in the district.

The Superintendent will oversee and administer the use of all district facilities, property, and funds so as to achieve maximum efficiency and effectiveness in accomplishing the goals of the school district.

Specific Responsibilities**Personnel and Staffing**

The Superintendent will administer all personnel policies and procedures and ensure adherence to all legal and contractual requirements regarding personnel. The Superintendent will select and employ the best qualified and most competent personnel available to serve the district. The Superintendent will direct the employment, assignment, and utilization of all personnel within policy guidelines of the Board of Education. The Superintendent will implement district-wide staff development and evaluation programs consistent with State guidelines and Board goals. The Superintendent will discipline and suspend personnel from duty for serious misconduct and behavior to detrimental to the welfare of the schools.

Superintendent Job Description**Page 2****Curriculum and Program**

The Superintendent will implement and evaluate a planned, ongoing, and systematic program of instruction consistent with State mandates and local requirements. The Superintendent will ensure the consideration of the latest research and developments in the fields of learning theory and curriculum development. The Superintendent will assist the Board in setting curriculum and program priorities.

Budgeting and Fiscal Operations

The Superintendent will provide a system for the effective implementation, management, control, and analysis of the budget. The Superintendent will establish procedures to maintain the integrity of financial services and achieve fiscal accountability.

The Superintendent will implement budget development systems that will consider all areas of program and service needs, provide for broad staff participation in identifying and evaluating budget needs, and lead to a carefully considered budget proposal.

Facilities and Transportation

The Superintendent will implement procedures and programs for the efficient care of school buildings and equipment. The Superintendent will evaluate buildings and equipment and for their maintenance, improvement, and replacement.

The Superintendent will provide adequate and safe transportation for students within the district as well as for those students for whom the district is responsible who are assigned to programs beyond the district.

Planning

The Superintendent will anticipate future district needs through collaborative efforts with the school staff and community. The Superintendent will develop long and short range plans to prepare the district to meet such needs in curriculum, pupil services, facilities, and staffing. Planning efforts will consider emerging changes and developments in community demographics, curriculum research, learning theory, and resources and facilities management.

Parents and Community Relations

The Superintendent will maintain a program of public information to keep parents and the general public well-informed regarding educational policy, school curriculum, pupil progress, school needs, school successes, and emerging educational programs and services to effect a cooperative working relationship between the schools and the community. The Superintendent will maintain effective working relationships with all agencies of the municipal government.

Board Adopted: November 13, 2013