

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Experience in teaching and school administration totaling at least ten years.
2. An earned Master's Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master's Degree.
3. A valid superintendent's license issued by the State Board of Education.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee.

JOB GOAL: To provide district wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

PERFORMANCE RESPONSIBILITIES:

1. Shapes district culture by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Implements a staff evaluation and development system to improve the performance of all staff members, selects appropriate models for supervision and staff development, and applies the legal requirements for personnel management.
3. Facilitates the design and implementation of curricula and strategic plans that enhance teaching and learning; alignment of curriculum, curriculum resources and assessment; and the use of various forms of assessment to measure student performance.
4. Advocates, nurtures and sustains a district culture and instructional program conducive to student learning and staff professional growth.
5. Provides leadership and management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
6. Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
7. Acts with integrity, fairness, and in an ethical manner.
8. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context and by working with the board of trustees to define mutual expectations, policies, and standards.
9. Advises the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented.
10. Prepares the annual operating budget recommendations and implements the Board approved budget.
11. Prepares and submits 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.

12. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
13. Secures and nominates for employment the best-qualified and most competent teachers, supervisory, and administrative personnel.
14. Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
15. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action within the guidelines of the Code of Iowa.
16. Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties and the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
17. Recommends to the Board, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
18. Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums.
19. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
20. Performs such other duties as may from time to time be assigned by the Board.

PHYSICAL REQUIREMENTS: Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS: 1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT: Twelve months a year. Salary to be set by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board Policy on Evaluation of the Superintendent.

Approved by: _____ Date: _____