

TITLE: Superintendent

QUALIFICATIONS: 1. Education Specialist Degree in Supervision or School Administration.
2. Ten years successful employment experience in education, including teaching, supervision, and administration.
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

JOB GOALS: To provide administrative supervision of all departments within the school system and direct community relations activities.

PERFORMANCE RESPONSIBILITIES:

TASK 1: PERFORMS AS EDUCATIONAL LEADER OF THE SCHOOLS

Dimensions

1. Supervises and evaluates assistants.
2. Oversees planning and evaluation of curriculum and instruction.
3. Collaborates with the Board of Education (BOE) in the preparation of long and short-term operational and instructional goals utilizing technology.
4. Communicates BOE beliefs/vision/mission to school personnel.
5. Participates in professional activities to enhance knowledge and skills.
6. Utilizes appropriate technology in the execution of his/her duties for maximum efficiency and effectiveness.

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICER OF THE BOARD OF EDUCATION

Dimensions

1. Implements and explains policies and actions of the BOE.
2. Reports to the BOE about the status of programs.
3. Recommends actions and alternatives to the BOE.
4. Acts as liaison between the BOE and school personnel.
5. Informs the BOE about rules and regulations of the Georgia Department of Education, Georgia State Board of Education, and federal and state laws.
6. Informs the BOE about current trends and developments in education.

TASK 3: OVERSEES STAFF PERSONNEL MANAGEMENT

Dimensions

1. Ensures administration of personnel policies and programs.
2. Maintains up-to-date job descriptions for all personnel.
3. Has a recruitment plan and organizes recruitment of personnel.
4. Recommends the assignment of personnel to school and offices.
5. Plans and implements personnel evaluation system that identifies the strengths and weaknesses of employees in the system.
6. Collaboratively coordinates the staff development program to address the needs of employees of the district.

TASK 4: OVERSEES OPERATIONAL SERVICES

Dimensions

1. Prepares long-term and short-range plans for facilities and sites.
2. Maintains and implements policies for the use of school property.
3. Ensures the maintenance of school property.
4. Monitors any construction, renovation, or demolition of school facilities.
5. Oversees and implements policies for safe school facilities.
6. Maintains an inventory of schools, buildings, and grounds.
7. Monitors the student transportation system.
8. Monitors the food service program.
9. Develops and monitors the school safety plan.
10. Supervises student support services.

TASK 5: OVERSEES FINANCIAL MANAGEMENT

Dimensions

1. Reports to the BOE on the financial condition of the school system.
2. Implements a comprehensive budget preparation process that includes input from various stakeholders.
3. Ensures that expenditures are within limits approved by the BOE.
4. Monitors compliance with policies and laws.

TASK 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

Dimensions

1. Involves the community in planning and problem solving for the schools.
2. Articulates educational programs and budgetary needs to the community.
3. Establishes and maintains proper relationships with the news media.
4. Participates in community activities.

TERMS OF EMPLOYMENT: Ten, eleven or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.