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| JOB TITLE:        | <b>SUPERINTENDENT</b>   | Reports to:        | <b>Board</b>          |
| FLSA status:      | <b>Exempt</b>   | Supervisor duties: | <b>District Staff</b> |
| Classification:   | <b>Certified - Admin</b>  | Approved on:       | <b>10/13/2020</b>     |
| Position Summary: | Responsible for creating and implementing District programs, policies and goals to support student academic achievement and to promote the vision and mission of the School District. |                    |                       |

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Works with Governing Board to develop long and short term goals and objectives to best meet the needs of students
- Maintains communication with Governing Board and reports progress in meeting established goals and objectives
- Implements District policies and procedures for compliance with pertinent laws, rules and regulations
- Works with Leadership Team to implement District policies, procedures, goals and objectives
- Conducts staff evaluations of those under Superintendent's direct supervision
- Oversees the daily operations of the District
- Schedules personnel and strategic planning meetings as necessary
- Participates in and supports professional development of personnel
- Participates in and supports financial and academic development within the District
- Oversees and participates in the development and assessment of educational programs
- Oversees management and projection of expansion, improvement and maintenance of District buildings and facilities
- Represents the District on a variety of City, County and State Committees
- Networks with media, community organizations to improve District public relations; organizes and delivers presentations at public meetings to distribute and gather input for District goals and objectives
- Testifies before and communicates with the state Legislature and Department of Education
- Other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of national, federal, state and District laws, rules, and regulations related to the operation and management of school districts and personnel
- Knowledge of grant research , development, application, and administration
- Knowledge of long and short term strategic plan development and implementation techniques
- Knowledge of curriculum development and implementation techniques and methods
- Knowledge of occupational safety and health regulations, practices and procedures
- Knowledge of public relations practices and procedures
- Skill in implementing long and short term strategic plans, goals and objectives
- Skill in delegating, coaching, assigning and reviewing work performance
- Skill in oral and written communications
- Skill in monitoring multiple budget funding sources for compliance with specifications and regulations
- Skill in developing collaborative efforts among District departments, personnel, federal, national, state, and city governmental entities and organizations
- Skill in establishing and maintaining effective working relationships

**QUALIFICATIONS & REQUIREMENTS:**

**Education & Experience:**

- Graduate Degree in Education and, three (3) years experience as a School Principal or District Administrator.

- Must possess AZ Superintendent Certification

**Computer Proficiency:** MS Office Suite, Google Suite

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to climb, sit, stand, bend, and walk. The employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 25 pounds.

### **WORK ENVIRONMENT:**

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

*Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*