

## **TITLE: SUPERINTENDENT**

### **QUALIFICATIONS:**

1. Idaho Administrator Certificate endorsed for superintendent
2. Central office, school administration, and teaching experience as determined by the Board of Trustees, previous successful superintendent experience preferred
3. Strong background in curriculum, supervision, human relations skills, team building, and technology
4. Demonstrated ability in personnel management; strategic planning; business practices; budgeting; research-based educational programs; and federal and state law, administrative rules, and Board policy pertaining to schools
5. Demonstrated leadership and communication ability in working with students, staff, parents, and the public
6. Capacity for maintaining the respect of the community and educational leaders in Idaho
7. Ability to work under pressure and deadlines
8. Excellent public relations and organizational skills
9. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO:**

Board of Trustees

### **JOB SUMMARY**

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in achieving the highest standard of excellence. To oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency so that each student enrolled in the district may be provided with an appropriate and effective education.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### Instructional Leadership

1. Ensure that a system of thorough and efficient education is available to all students, in accordance with federal and state law, administrative rules, and Board policy
2. Ensure that the goals of the school system are reflected in its educational program and operations
3. Monitor and make recommendations for the annual revision of the Strategic Plan
4. Be responsible for recommending to the Board of Trustees, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
5. Ensure the implementation and evaluation of all Board-approved written curriculum for all subjects, and ensure the inclusion of mandated programs and state core curriculum content standards
6. Provide leadership and guidance in the processes of curriculum planning, coordination, and evaluation. Provide for curriculum articulation among grades and schools in the district
7. Encourage staffs to develop programs, services, and projects that provide instructional

alternatives and flexibility while assuring a consistent education for all students

8. Ensure the effectiveness of the instructional program by measuring student achievement against state and local standards
9. Initiate program changes as necessary
10. Review with staff all curriculum guides and courses of study as directed by the Board
11. Seek out available sources for grant funding to support programs and projects
12. Develop and oversee the delivery of the district's intervention services for pupils who are experiencing difficulties in their classes
13. Implement a Board-approved program of guidance and counseling services

#### Personnel Administration

1. Nominate for employment the best qualified and most competent personnel, and ensure that the operation of the schools is conducted in accordance with district policy
2. Develop recruitment and retention procedures to assure qualified applicants for certificated and non-certificated positions
3. Direct and supervise the administrative staff and through them all district staff
4. Recommend to the Board the contract renewal, promotion, assignment, transfer, demotion, or discharge of all school employees
5. Mentor staff and demand high performance from staff
6. Be responsible for the evaluation of all certified and non-certified employees
7. Represent the district as an active member of the negotiating team if requested by the Board of Trustees
8. Supervise the administration of collective bargaining agreements if requested by the Board of Trustees
9. Recommend and implement district staff professional development
10. Ensure that all teaching staff members receive continuing professional development and training required by federal and state law, administrative rules, and Board policy
11. Act as a liaison between the Board and the school employees and transmit communications between the two

#### Financial and Facilities Management

1. Ensure that the budget implements the district's goals
2. Oversee the financial planning of the district
3. Initiate and supervise development of the annual budget, providing opportunity for staff input
4. Recommend budget and budget priorities for Board approval and communicate the educational and monetary impact of the budget to the community
5. Oversee the implementation of the Board-approved budget
6. Ensure funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources
7. Ensure the maintenance of adequate records for the schools including financial records, business and property records, personnel records, and scholastic records
8. Administration of the instructional accounts of the school budget
9. Ensure implementation of Board financial policies and district procedures

10. Provide direction to, and supervision, of school business functions
11. Encourage development and implementation of sound business practices.
12. Oversee school facility management to provide safe, efficient, and attractive buildings with strong emphasis on preventative maintenance and custodial care
13. Ensure annual inspections of all school buildings for adherence to federal and state law, administrative rules, and Board policy pertaining to health and safety
14. Be responsible for buildings, grounds, inventory, food service, transportation, insurance, and driver education, and for the management of supervisors in these areas
15. Continually assess business management practices to achieve efficiency

#### School/Community Relations

1. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction
2. Promote community support of the schools
3. Identify available community resources and linkages to social service agencies that support education and healthy child development
4. Interpret and clarify the purpose and needs of the school system, as well as district programs and services, reports plans, events, and activities of interest to the Board, staff, students, and the general public
5. Establish necessary procedures for referral and cooperative planning with other children's services agencies
6. Maintain contact and good relations with local media
7. Represent the district at local, state, and national professional meetings
8. Liaise with professional, civic, volunteer, and other community agencies and groups having an interest in the schools
9. Solicit community opinions regarding school and education issues
10. Provide for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public

#### Board Responsibilities

1. Provide leadership in the implementation of the district's vision, mission, and goals
2. Serve as executive officer of the Board with such powers and duties as the Board prescribes
3. Act as the authorized representative of the district as required
4. Prepare and recommend short and longrange plans for Board approval and implement those plans when approved
5. Be responsible for the annual calendar for adoption by the Board
6. Attend all regular and special meetings of the Board, and participate in a professional leadership role
7. Designate an administrative staff member to serve in his or her absence at Board meetings when appropriate.
8. Know Board policy and respect the policymaking authority and responsibility of the Board

9. Be responsible for their dissemination to school employees and the general public
10. Keep the Board informed of activities and any issues that may arise
11. Keep the Board informed regarding developments in other districts or at state and national levels that would be helpful to the district
12. Advise the Board on federal and state law, administrative rules, and Board policy pertaining to schools
13. Prepare, in conjunction with the Board Chair, agenda recommendations relative to all matters requiring Board action, including all facts, information, options, and reports needed to assure informed decisions
14. Provide advice and counsel to the Board on matters before it
15. Recommend the adoption of policies and procedures regarding appropriate training for Board members

### Policy Development

1. Create rules, procedures, and forms and give such instructions to school employees and students to implement Board policy
2. Advise the Board on the need for new and revised policies
3. Supervise the effective implementation of all federal and state law, administrative rules, and Board policy
4. Supervise the efficient maintenance and dissemination of all Department of Education policy documents
5. Act on his or her own discretion as needed in any matter not covered by Board policy, report such action to the Board as soon as practicable, and prepare a draft policy to address the issue for the Board to review, modify, and adopt

### Other

1. Ensure that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained
2. Be responsible for all federal programs
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance of professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

### EVALUATION:

Performance of this position will be evaluated annually by the Board of Trustees in conformance with district policy and Section 33-513, Idaho Code.

### TERMS OF EMPLOYMENT:

**[Required for districts other than elementary districts]** Employment contract not to exceed three years.

*NOTE:*

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1201	Certificate Required
	I.C. § 33-1210	Information on Past Job Performance
	IDAPA 08.02.02.026	Administrator Certificate