

Job Title:	SUPERINTENDENT OF SCHOOLS
Department:	Administration
Reports to:	Board of Education
Classification:	Exempt / Certified Staff
Employment:	12 months / 3-Year Contract
Evaluation:	Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of the superintendent.

SUMMARY

The Superintendent of Schools is the chief instructional leader and executive officer for the district. The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Serves as the chief executive officer of the Board except as otherwise provided by law; make rules not in conflict with the law or with the policies of the Board; and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the district's schools.
2. Initiates and directs the development and review of policies, rules and regulations for consideration by the Board, delegating such responsibility to associates and subordinates when appropriate.
3. Attends all meetings of the Board, except those concerned with the contract status of the superintendent; take part in the deliberations but maintain a non-voting status at board meetings.
4. Assists the Board in reaching sound judgments regarding the establishment of policies, rules and regulations, and approval on matters on which the law requires Board approval; make available to the Board at the proper time, necessary and helpful facts, comparisons, investigations, information, reports and special or technical advice from qualified sources.
5. Recommends to the Board for approval the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of district employees as provided by state law and the policies of the Board.
6. Evaluates central office administrators and building principals.
7. Makes recommendations to the Board in terms of appointment, assignment, salary, working conditions, and employment for all administrative staff.
8. Directs the professional supervisory staff of the schools and through that staff, evaluate, direct, assign, and assist principals, teachers, and all other employees in the performance of duties.
9. Coordinates the evaluation of curriculum, textbooks, and other instructional materials used in the district to provide articulation among grade levels subject to Board approval.

10. Reviews plans for the maintenance or modification of the district's physical facilities, food services, and transportation services programs to provide for a comprehensive educational program.
11. Exercises sound educational judgment in the suspension from school of any students guilty of gross misconduct or continual insubordination under conditions stated in Sections 167.161 - .171, RSMo. 1978.
12. Organizes the administrative plan for the school district and provides for the direction of the efforts of the administrative and supervisory staff.
13. Exercises leadership in the development, maintenance, and operation of a suitable program of in-service training in all divisions of the school district.
14. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submit this estimate to the Board in accordance with the law and board policies.
15. Directs the administration of the budget after its approval by the Board; submits to the Board monthly and annual reports indicating the status of the budget and financial affairs of the school district.
16. Ensures timely decisions by the Board and electorate regarding construction and renovation projects, exercises leadership in directing studies of sites and buildings, taking into consideration the population trend as well as the educational and cultural needs of the district.
17. Recommends for Board approval the necessary transportation services to meet pupil needs.
18. Closes schools in the event of extreme weather conditions or when the welfare of the school district requires closing.
19. Represents the district in dealings with other school districts, social institutions, business firms, the Missouri State Board of Education, other governmental agencies and the general public.
20. Keeps the public informed about modern educational practices, educational trends as well as the practices and problems in the school district.
21. Interprets the philosophy, goals, and objectives of the instructional program to the community.
22. Ensures that constitutional and statutory laws and State Board of Education/Missouri Department of Elementary and Secondary Education regulations governing the schools are effectively carried out; that reports to agencies designated by law or the Department of Elementary and Secondary Education are made completely and with punctuality; and that the policies, rules and regulations of the Board of Education are enforced.
23. Maintains confidential nature of all school-related matters.
24. Performs other duties as assigned by the Board of Education.

SUPERVISORY DUTIES

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

Assistant Superintendent
Executive Assistant to the Superintendent
Accounts Payable Bookkeeper
Payroll/Benefits Bookkeeper

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Board of Education

Education/Experience

The superintendent shall have a minimum of five years successful experience in teaching and school administration, and a doctorate degree from an accredited college or university. Such alternatives to the qualifications as the board of education may find appropriate and acceptable.

Certificates, Licenses, Registrations

Valid Missouri Superintendent's Certification from the Missouri Department of Elementary and Secondary Education

SKILLS AND ABILITIES

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately.

Be able to make effective presentations to the Board, staff and community.

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts.

Technology

This position requires basic skills in the use of computers and hand-held electronic devices and phones.

Other Skills and Abilities

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects while walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Travel

This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance

Regular and consistent attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is consistent with a typical office environment.

An individual who holds this position must occasionally work outside in rain and snow and temperatures above 100 degrees and below freezing.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.