

I. TITLE: Superintendent of Schools

II. QUALIFICATIONS:

- 1) An administrative certificate from the Nebraska Department of Education.
- 2) Experience as a classroom teacher

III. REPORTS TO: Board of Education

IV. JOB DESCRIPTION:

The superintendent of schools serves as executive officer of the board of education. As executive officer, the superintendent implements the decisions and directives of the board of education. In addition, the superintendent recommends to the board, education policies, programs, and services designed to achieve the highest standards of excellence in education in the district.

The superintendent provides the initiative, the driving force, and the technical guidance for successful operation and the improvement of the school system. The delegation of responsibility and authority for the operation of various functions of the school is required by the superintendent. Through administrative leadership, the superintendent is responsible for management of all district resources so as to accomplish the goals, carry out the policies, and implement the programs and services defined by the board.

V. PERFORMANCE RESPONSIBILITIES

Superintendent/Board Relations:

Goal: The Superintendent will support and facilitate the work of the Board of Education

- 1) Performs all tasks as may be assigned by the board of education.
- 2) Acts as advisor to the board of education during negotiations providing information as needed and requested by the negotiating team and board of education.
- 3) Attends all meetings of the board of education.
- 4) Plans agenda, in consultation with the President of the board, for all board of education meetings and prepares supporting material and information to distribute to board members in advance or during meetings.
- 5) Recommends to the board of education a calendar for each academic year specifying the opening and closing dates, vacation periods, and other special activities for the academic year.
- 6) Assists the board members in providing for orientation and development of newly-elected members.
- 7) Assists the board members in providing for continuous development of knowledge, skills, and attitudes.

Communication:

Goal: As chief executive officer, the superintendent serves as the channel through which communication is received.

- 1) Communicate clearly with staff, students, parents, and community both verbally and in written form.
- 2) Communicate appropriate district information and in a timely manner with all staff.

- 3) Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters.
- 4) Conduct meetings as necessary with administrators, certified staff and support staff concerning the improvement and welfare of the school district.
- 5) Maintain open and appropriate communication with the Board of Education.

Leadership and Planning:

Goal: The superintendent of schools establishes long-range plans for the district in the areas of buildings and facilities, curriculum and instruction, budget and finance, and personnel.

- 1) Provides for the continuous study and evaluation of the programs, activities, and facilities of the school and reports such to the board of education.
- 2) Develops and recommends to the board of education short and long-range administrative plans for accomplishing goals established by the board of education and administration.
- 3) Communicate the educational vision and priorities effectively to staff, students, and community.

Policy Development and Implementation:

Goal: The superintendent of schools recommends to the board of education policies and rules and regulations necessary for effective administrative leadership of the district. The superintendent maintains policies on a current up-to-date basis so that the school district is both governed and administered in an effective and efficient manner.

- 1) Periodically reviews all district policies and practices for accuracy, effectiveness, and appropriateness to the operation of the district.
- 2) Recommends to the board of education revisions and policies as deemed appropriate and recommends where new policies are needed.
- 3) Periodically studies all policies for discrepancies between policy and practice.
- 4) Ensure the policies/procedures/operational protocol/administrative guidelines and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- 5) Develops appropriate administrative rules and regulations for implementing district policy.
- 6) Interprets board policy to the district staff and district patrons.

Business Affairs:

Goal: Under the direction and guidance of the superintendent, budgets are prepared supportive of the needs of the district. The superintendent establishes general policy and guidelines for budget development, as determined by the board. The superintendent insures that the financial resources of the district are managed in such a way as to maintain fiscal integrity and cost effectiveness of programs and services.

- 1) Supervises and directs the development and preparation of annual budget to be submitted to the board of education for approval.
- 2) Engage the board of education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget.
- 3) Approves and purchases all supplies and equipment for the schools within the limits of the budget and good judgment.
- 4) Manages the district's real estate, property, and insurance programs.

- 5) Develops and administers a program for the purpose of requesting and purchasing supplies, equipment, and textbooks.
- 6) Provides general direction and general supervision of the processes of fiscal accounting and record keeping.
- 7) Establishes formats for reporting of the district financial activities and status reports to the board.
- 8) Recommends to the board of education long-range fiscal plans to provide for adequate staff, instructional programs, related services, buildings, facilities, and equipment.
- 9) Insures that procedures are developed and followed for the accounting, investing, receipting, and audit requirements.
- 10) Records and files all official documents involved in business transactions such as contracts, agreements, real estate titles, abstracts, etc.

Transportation:

Goal: In co-operation with the transportation supervisor the superintendent organizes and administers a safe and efficient transportation program, and assures that all state and federal rules are met. The role of the superintendent is a general, supervisory role, while the transportation supervisor's role is the day to day monitoring, activity scheduling, maintaining mechanically sound vehicles.

- 1) Conducts appropriate driver meetings to convey school procedures and policy.
- 2) Maintains relevant records related to the transportation program.
- 3) Recommends to the board procedures, policies, and the purchase of transportation vehicles and equipment.
- 4) Employs and maintains a well-qualified staff of drivers.
- 5) Assists transportation supervisor in defining routes and deciding whether to hold school in cases of inclement weather.
- 6) Annually evaluates transportation supervisor and the bus drivers performance.

Curriculum and Instruction:

Goal: The superintendent of schools assists the board of education in defining and implementing mission, purpose, and goals into effective programs of instruction for students. The superintendent is responsible for development of instructional programs based upon the needs of the students, parents, and patrons as directed by the Nebraska Department of Education.

- 1) Organize and administer a school-wide K-12 plan for curriculum development.
- 2) Provides active leadership that result in the establishment of curriculum mission, purpose, and goals.
- 3) Implements programs of instruction and instructional services.
- 4) Utilizes members of the board of education, patrons, professional staff, and students.
- 5) Provides for needs assessments.
- 6) Periodically reports to the board of education data indicating levels of student achievement.
- 7) Approves revisions of courses of study, new courses of study, and instructional programs.

Personnel/Staff:

Goal: The superintendent of schools is the personnel director of the district. The superintendent of schools recommends to the board of education the selection of candidates

to fill all positions. The superintendent directly supervises and evaluates the principals and selected non-certified positions. The superintendent of schools coordinates the programs, activities, and services of the district through the effective use of the school staff.

- 1) Selects and recommends to the board of education the appointment of all personnel which may be necessary for the operation of the school.
- 2) Is fully responsible for the assignment, alteration of assignment, transfer, and/or suspension of employees.
- 3) Maintain communications between all employees and the board of education.
- 4) Make salary recommendations for consideration by the board of education.
- 5) Supervises and evaluates the principal.
- 6) Develop and maintain job descriptions for all staff, subject to Board review and approval.
- 7) Administers or delegates procedures for evaluating the performance of all non-certified employees.
- 8) Maintains through the office of the superintendent proper personnel records for all school employees.
- 9) Plans and directs programs for recruiting, screening, hiring, training, and performance evaluations of all employees.
- 10) Administers district employee benefit programs.
- 11) Encourages staff to involve themselves in professional development.
- 12) Provides for the development and implementation of continuous programs of staff in-service.
- 13) Provides for the periodic evaluation and revision of all personnel policies, rules, regulations, and procedures.

Management and Administration:

Goal: The superintendent of schools administers day-to-day, week-to-week, and year-to-year operations of the district. Also, the superintendent of school districts coordinates, and supervises the general management and administration of the district that is delegated to other personnel.

- 1) Maintains safe and effective operation and maintenance of buildings and equipment of the schools. This includes inspections of both exterior and interior premises and implementing action.
- 2) Identifies facility needs and supervises facility construction.
- 3) Coordinates rental of school facilities to external groups.
- 4) Develops and updates plans for major building maintenance and repair. Recommends such plans to the board of education for major building maintenance and repair.
- 5) Possess final administrative responsibility and authority for the Chap I, Special Education, food services, and federal and state grant programs of the school.
- 6) Close school in emergency situations or inclement weather conditions.
- 7) Provides for the filling of local, state, and federal reports as required by the rules and regulations of the board of education, the Nebraska State Department of Education, and state and federal laws.
- 8) Acts under own discretion whenever decisions are required and board of education policy is lacking.
- 9) Assist the board of education in developing annual and long-range goals for the school district.
- 10) Provides for maintenance of accurate and adequate district records including systems of financial accounts, business and property records, personnel, school population, and scholastic records, titles, and other official records.

School-Community:

Goal: The superintendent of schools maintains active and open communication throughout the school-community. The superintendent maintains effective levels of communication that provide for both dissemination and receipt of ideas, concerns, and recommendations. The superintendent acts as the official agent of the district on behalf of the board of education. The superintendent maintains responsive relationships with all constituents providing for two-way flows of communication within and among all members of the school-community.

- 1) Prepares formal plan for communication within the school-community.
- 2) Maintains active roles in designated community organizations.
- 3) Maintains effective relationships with local media.
- 4) Responds to concerns of patrons in prompt, courteous, and professional manners.
- 5) Provides for periodic assessment of patron attitudes concerning school programs, activities, policies, and/or procedures.
- 6) Maintains effective relations with school advisory and advocate groups.
- 7) Represents the school district in its dealings with other school systems, institutions, and agencies community organizations, and general public.
- 8) Maintain and manage the district's social media presence in a positive manner.

Professional Growth and Development:

Goal: The superintendent of schools participates in personal and professional development activities necessary to maintain effective leadership in the role of superintendent. Professional growth and development of the superintendent shall focus upon knowledge, skills, and attitudes necessary to maintain a leadership role in the educational system within the community, state, and nation.

- 1) Participates actively in local, regional, and state professional activities that enhance the superintendent's professional status and help to improve specific and/or general leadership, administrative, or management skills.
- 2) Annually provides evidence of performances to the board of education according to the adopted job description and performance plan.
- 3) Maintains current certification as required by the State Department of Education rules.
- 4) Maintains current knowledge of state and federal legislative activities and topics.

All other district-related duties as assigned by the Board of Education.

ESSENTIAL FUNCTION: Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT: Twelve month contract, 220 working days. 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 for the evaluation of the superintendent.