

# Superintendent

**TITLE:** SUPERINTENDENT

**QUALIFICATIONS:** superintendent.

- a. Idaho administrative certificate endorsed for superintendent.
- b. Previous successful Superintendent experience preferred.
- c. Excellent public relations skills.
- d. Excellent organizational skills.
- e. Demonstrated leadership ability in working with students, staff, parents, and the public.
- f. Ability to work under pressure and deadlines.
- g. Maintains confidentiality.
- h. Strong background in curriculum, supervision, human relations skills, team building, and technology.
- i. Demonstrated ability in business practices, budgeting, school law, and research-based educational programs.
- j. Strong personality and a capacity for maintaining the respect of the community and educational leaders in Idaho.
- k. Maintain a positive attitude.

**PRIMARY RESPONSIBILITY TO:** Board of Trustees

**JOB SUMMARY:** To provide leadership and direction to every member of the administrative, instructional, and support services staff to provide a quality education for all students.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- A. Serves as chief administrator of the district and chief administrative officer representing the board of trustees.
- B. Enforces all statutes pertaining to the schools.
- C. Advises the board on school law.
- D. Responsible for reports required by the federal government, state department of education, and the board of trustees.

E. Recommends to the board the appointment, promotion, assignment, transfer, demotion, or discharge of all school employees.

F. Acts as a liaison between the board and the school employees and transmits communications between the two.

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G. Enforces the policies, rules, regulations, and decisions of the board and is responsible for their dissemination to school employees and the general public.

H. Advises the board on the need for new and/or revised policies and makes administrative rules and regulations deemed necessary to execute Board policies.

I. Responsible for all federal programs.

J. Responsible for district-wide planning for administration, curriculum, buildings, and the general program of instruction.

K. Oversees the financial planning of the district (to include budget preparation) and implementation of the board- approved budget.

L. Responsible for the evaluation of all certified and non-certified employees.

M. Establishes and maintains a program of positive public relations to keep the public well informed of the activities and needs of the district.

N. Responsible for the annual calendar for adoption by the board.

O. Responsible for preparing and submitting to the board recommendations relative to all matters requiring board action, placing before the board such necessary facts, information, and reports, as needed, to ensure the making of the best possible decisions.

P. Informs and advises the board about the programs, practices, and problems of the schools and keeps the board informed of the activities operating under the board's authority.

Q. Secures and nominates for employment the best qualified and most competent personnel.

R. Represents the district as an active member of the negotiating team.

S. Responsible for recommending to the board, for its adoption, all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.

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T. Responsible for ensuring the maintenance of adequate records for the schools: financial records, business and property records, personnel records, and scholastic records.

U. Makes recommendations to the board concerning the transportation of pupils in accordance with law and safety requirements.

V. Provides recommendations for regulations to govern the use and care of school properties.

W. Responsible for buildings, grounds, inventory, food service, transportation, insurance, and driver education, and responsible for the supervision of supervisors in these areas.

X. Represents the district at local, state, and national professional meetings.

Y. Adheres to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education.

Z. Pursues continuous professional growth, including membership in professional organizations, reading

professional journals, and seeking additional education.

AA. Interprets and clarifies the purpose and needs of the school system to the board, staff, students, and the general public.

BB. Keeps immediate supervisors informed of activities and problems.

CC. Perform other duties as may be assigned.

**EVALUATION:**

Performance of this position will be evaluated annually by the board of trustees in conformance with district policy and Idaho Code 33-513.

**Adopted:**