

Superintendent

FLSA Status: Exempt

Created: May 25, 2017

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DEFINITION: The District Superintendent is responsible for the administration of the schools in conformity with district policy, state laws and regulations, and federal laws. The Superintendent plans, develops, and directs the overall educational programs to fulfill the educational needs of all students and to achieve the objectives established by the district. The Superintendent supervises directly, or indirectly, all employees of the school district.

DISTINGUISHING CHARACTERISTICS: The Superintendent reports to the school board.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Establishes and maintains a program of public information designed to communicate objectives, needs, problems, and accomplishments of the schools to students, staff, parents, and the community.
2. Develops long-range plans for the educational and operating programs of the district in order to meet the needs of the community for high quality educational offerings.
3. Develops and recommends educational and operating policies for consideration and action by the school board; implements approved policies.
4. Directs, administers, and coordinates the education program and the operation of all schools in the system in conjunction with administrators.
5. Ensures that policies, procedures, and school rules promote a safe, respectful, and healthy school environment.
6. Acts on employee misconduct consistent with board policy and employment standards and reports such actions to the board as appropriate.
7. Recommends salary changes or dismissal/non-renewal of administrators and teachers to the board for final action.
8. Provides budget reports to the board on a regular basis.
9. Develops procedures and techniques to attract, employ, evaluate, and retain highly qualified staff for the district.
10. Directs and administers, through subordinates, the supporting business services of the school system in an efficient and economical manner, including: budgeting, accounting and purchasing services, payroll, school meal programs, transportation, facility construction and renovation, and other general school business activities.
11. Oversees educational evaluation and testing programs.
12. Acts on own discretion when emergency action is necessary in matters not covered by district policy. Reports such emergency actions to the board and recommends policy for future guidance.

13. Responds appropriately to employee grievances or problems in accordance with applicable board policies, collective bargaining agreements, and/or state/federal laws and regulations.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities (KSA are the attributes required to perform a job, generally demonstrated through qualifying experience, education, or training):

Knowledge of:

- Pertinent federal, state, and local laws, policies, rules, and regulations regarding school administration;
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Methods of curriculum creation, staff development, and assessment;
- Principles, practices, rules, and regulations pertaining to student discipline;
- Principles of supervision, training, and performance evaluation;
- Public relations programs and techniques related to school activities; and
- Principles of management associated with maintaining the schools financial records.

Skill to:

- Lead the entire district community through collection, disaggregation, and analysis of the district's performance data and subsequent development of a plan designed to address the identified needs;
- Direct and supervise district staff;
- Prepare and administer district's budget;
- Communicate effectively, both orally and in writing; and
- Oversee business and facilities management.

Ability to:

- Apply the principles of conflict resolution to resolve interpersonal problems that arise;
- Develop leadership among the administrator and teacher corps;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Gain cooperation through discussion and persuasion;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Inspire, motivate, guide, and direct school system staff to achieve the highest level of educational excellence;
- Influence, enhance, and sustain vision and progress toward educational success for each student;

- Work with staff to identify skills or learning objectives appropriate to student needs; and
- Maintain positive relations with students, staff, and community members.

Required Certifications and Licenses:

Must possess or be able to acquire within a reasonable time a Nevada school administrators' license issued by the Nevada Department of Education.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Master's degree from an accredited college/university, with doctorate preferred, in education administration, public or business administration, or a related field plus experience as a school administrator. Prior experience as a superintendent and prior experience in a rural district are preferred for this position.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. The ability to work in excess of forty hours per week when necessary and to be available when necessary on an on-call basis. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud in occasional to frequent time periods. May involve work in crowded environments. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed