

## **Superintendent of Schools**

### **Desired Qualifications:**

An earned Superintendent's Certificate from an accredited college or university.

At least eight years of successful experience in teaching, administrative and/or supervisory fields.

Hold or be eligible for Iowa Evaluator approval.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Board of Education

### **Supervises:**

Directly, or indirectly, all employees of the district

### **Position Goal:**

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education.

### **Functions of the Superintendent of Schools:**

Interprets for the staff and implements all board policies and all state laws relevant to education.

Supervises, either directly or through delegation, all activities of the school system according to the policies of the board.

Represents the board as liaison between the school district and the community.

Exercises leadership in the development of a program of school-community relations to keep the public well informed of the activities and needs of the school district, effecting a

wholesome and cooperative working relationship between the schools and the community.

Maintains liaison with social, professional, civic, volunteer and other community agencies and groups having an interest in the schools.

Establishes and maintains appropriate personnel records for all certified staff members.

Directs and coordinates the recruitment, selection, assignment and evaluation of a competent professional staff.

Receives, reviews and processes requests for transfer in accordance with transfer regulations and the needs of the district.

Counsels with employees to resolve complaints, difficulties and other matters relating to personnel management, and works with principals on difficult or sensitive personnel matters.

Reviews all teacher evaluations regarding continued employment status or other appropriate status.

Processes recommendations for termination of employees, assembling substantiating information for dismissal of employees and arranging any necessary conferences and hearings.

Seeks ways and means of continually improving and implementing the supervisory services in the total school system.

Reviews annually job description performance responsibilities of all school personnel, and recommends changes as necessary to meet school needs.

Directs the efforts of principals and appropriate task forces in developing the general philosophy and goals of the school curriculum.

Interprets the philosophy, goals, and objectives of the school program to the board, administration, staff and to the community at large, as appropriate.

Provides staff leadership to insure understanding of and promote the educational objectives of the district.

Provides leadership in the development of long-range plans for the schools, including curriculum, personnel, facilities, learning model(s) and finance.

Directs and coordinates principals in the planning and implementation of effective programs of supervision and staff evaluation.

Assumes major responsibility for the development of a coordinated and articulated program of instruction for prekindergarten through twelfth grade in all areas of instruction.

Integrates instructional programs among the schools and articulates curricula among grade levels.

Conducts analyses of instructional programs and materials and work to assure that courses are designed with adequate attention to scope and sequence for effective learning.

Establishes guidelines in cooperation with principals for the administration of the textbook selection and adoption program.

Leads the schools in an ongoing program of improving, developing and evaluating testing instruments and measures.

Assumes responsibility for reviewing and evaluating results of school testing programs, and for other evaluative measures used by the schools.

Directs and conducts the planning and administration of the school inservice education programs and instructional improvement activities for the staff.

Attends and participates in all regular and special meetings of the board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the schools.

Reports to the board such matters as deemed material to the understanding and proper management of the schools, or as the board may request.

Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval.

Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to the direction and approval of the board.

Files, or causes to be filed, all reports required by the state and the school code.

Coordinates the work of administrative staff members, provides counsel and motivation, and fosters an esprit de corps.

Supervises methods of teaching, supervision and administration in effect in the schools.

Attends such conventions and conferences as are necessary to keep abreast of latest educational trends.

Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for educational growth and welfare of the students.

Defines educational needs and formulates policies and plans for recommendation to the board.

Makes all administrative decisions within the school necessary to the proper function of the school district.

Directs staff negotiations with professional and nonprofessional personnel.

Approves vacation schedules for all salaried district employees.

Conducts periodical district administrative cabinet meetings.

Performs such other tasks as may from time to time be assigned by the board.

In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.

Uses research and/or best practices in improving the educational program.

Articulates and promotes high expectations for teaching and learning.

Aligns and implements the educational programs, plans, actions, and resources with the district's vision and goals.

Provides leadership for major initiatives and change efforts.

Communicates effectively to various stakeholders regarding progress with school improvement plan goals.

Provides leadership for assessing, developing and improving climate and culture.

Systematically and fairly recognizes and celebrates accomplishments of staff and students.

Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.

Monitors and evaluates the effectiveness of curriculum instruction and assessment.

Evaluates staff and provides ongoing coaching for improvement.

Ensures staff members have professional development that directly enhances their performance and improves student learning.

Uses current research and theory about effective schools and leadership to develop and revise his/her professional growth plan.

Promotes collaboration with all stakeholders.

Is easily accessible and approachable to all stakeholders.

Is highly visible and engaged in the school community.

Articulates the desired school culture and shows evidence about how it is reinforced.

Complies with state and federal mandates and local board policies.

Recruits, selects, inducts and retains staff to support quality instruction.

Addresses current and potential issues in a timely manner.

Manages fiscal and physical resources responsibly, efficiently and effectively.

Protects instructional time by designing and managing operation procedures to maximize learning.

Communicates effectively with both internal and external audiences about the operations of the school.

Engages family and community by promoting shared responsibility for student learning and support of the education system.

Promotes and supports a structure for family and community involvement in the education system.

Facilitates the connections of students and families to the health and social services that support a focus on learning.

Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.

Maintains effective relations with the community and is readily accessible to staff, students, community groups, parents and other patrons of the district.

Demonstrates ethical and professional behavior.

Demonstrates values, beliefs and attitudes that inspire others to higher levels of performance.

Fosters and maintains caring professional relationships with staff.

Demonstrates appreciation for and sensitivity to diversity in the school community.

Is respectful of divergent opinions.

Collaborates with service providers and other decision-makers to improve teaching and learning.

Advocates for the welfare of all members of the learning community.

Designs and implements appropriate strategies to reach desired goals.

Other duties as assigned.

**Terms of Employment:**

Salary and work year to be established by the board.

**Evaluation:**

Performance of this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of personnel.