

## **SUPERINTENDENT**

### **BASIC FUNCTION:**

Under the direction of the Board of Education, provide leadership and executive direction to the personnel, programs, activities and operations of the District; assure compliance with established goals, objectives and legal requirements concerning District administration and instruction; serve as chief executive officer of the Board and act as the Board's agent in implementing policies and directives.

### **ESSENTIAL JOB FUNCTIONS:**

Administer District programs, activities and operations in accordance with State Education Code requirements, District Board policies and rules and regulations of the State Board of Education.

Direct the preparation of agendas for Board meetings according to Board policy; assure compliance with legal requirements related to posting notices of meetings and preparation of minutes.

Provide educational leadership to the Board, school staff and community; maintain current knowledge of trends in education and advise the Board regarding desirable courses of action.

Provide leadership in curriculum development.

Interpret and implement District policies and incorporate such interpretations into a written set of administrative rules, regulations and procedures; administer policies personally or by delegation to appropriate staff.

Visit school sites and direct school principals and provide leadership in the continuous development, evaluation and revision of the instructional program to comply with legal requirements; recommend additions or changes in the instructional program as necessary.

Provide leadership to the District's financial and business operations; analyze the proposed budget and submit to the Board for adoption; administer the approved budget and assure appropriate fiscal accountability.

Attend a variety of meetings including inter-agency, Principal, Assistant Superintendent, Director, community, County Office and other meetings; conduct staff meetings.

Direct the preparation and maintenance of various District records and reports; approve final reports; prepare and maintain a variety of reports as required and submit reports to the Board or the State of California; prepare correspondence.

Plan, develop and direct a community relations program to inform the public of school developments and problems; make presentations; promote a positive image of the District to the community.

Establish and maintain contact with media representatives, community groups, legal counsel, parent and civic organizations, local agencies and others; provide information, receive input and serve as liaison between the community and the Board; represent the District at social and civic functions.

Receive and resolve complaints from parents and others; respond to urgent matters as necessary.

## **SUPERINTENDENT**

Supervise and evaluate the performance of professional staff; interview and select employees; make decisions regarding transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Review disciplinary actions and assure compliance with established procedures.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

California Education and Government Codes, Board policies and other laws, rules and regulations related to public education.

Administration of all aspects of a school district.

California curriculum standards.

Negotiated employee contracts.

Oral and written communication skills.

Public speaking techniques.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of administration, supervision and training.

Budget preparation and control.

#### **ABILITY TO:**

Provide leadership and executive direction to the personnel, programs, activities and operations of the District.

Develop, recommend and implement policies and practices related to school district programs and services.

Communicate the District's goals and objectives.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Establish and maintain cooperative and effective working relationships with others.

Train, supervise and evaluate personnel.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work confidentially with discretion.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

Ability to work at a desk and in meetings of various configurations.

Ability to read printed matter and computer screens.

Ability to communicate so others will be able to clearly understand a normal conversation.

Ability to understand speech at normal levels.

Ability to bend, twist, stoop and reach.

Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

## **SUPERINTENDENT**

### **Professional**

*Required:* Master's Degree in education, business or public administration, or related field.  
Seven years increasingly responsible school district management experience.

### **Personal**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL**

Must possess a Clear Administrative Services Credential.

Must possess a valid California driver's license.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

#### HAZARDS:

Exposure to dissatisfied or abusive individuals.