



Job Description

MISSOURI'S EDUCATOR EVALUATION SYSTEM

Suggested Job Description

This job description is provided as a model. It is meant as a starting point for districts developing a comprehensive job description for the superintendent. While those duties listed as *essential* will vary only slightly from district to district, there may be significant differences in areas such as supervisory duties. This document should be modified to meet the needs of individual districts.

Job Title: Superintendent of Schools

Department: Administration

Reports to: Board of Education

Classification: Exempt

Summary

The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities

An individual who holds this position is required to perform the following essential duties and responsibilities. (Essential duties and responsibilities have been organized by work area).

Student Performance

- Serve as the instructional leader for the district
- Facilitate curriculum design and implementation and alignment based on research, applied theory and best practices
- Ensure the district is accredited pursuant to the Missouri accreditation process
- Promote student achievement as the primary focus of all district staff

Highly Qualified Staff

- Direct hiring, assignment and training of staff
- Direct a performance-based evaluation program for all staff
- Hear staff complaints and grievances
- Commit to ongoing personal and professional development
- Participate in a standards-based performance evaluation at least annually
- Act in accordance with a code of ethics appropriate to the position

Facilities, Support and Instructional Resources

- Manage the financial affairs of the district and provide the Board with financial reports monthly or as requested
- Advise the Board on matters of finance, policy, facilities and personnel
- Maintain district records
- Submit all reports and data required by state and federal law
- Maintain facilities that are safe, adequate, efficient and conducive to learning
- Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction

Parent and Community Involvement

- Represent the school district at local events
- Serve as an advocate for the district to the public and state lawmakers
- Build and maintain relationships with community leaders, local government officials and civic organizations
- Serve as the district liaison with law enforcement, first responders and other emergency agencies and personnel

Governance

- Facilitate and attend Board meetings
- Provides Suggested Job Description

- Develop agendas for Board meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings
- Delegate duties to members of the administrative team as appropriate
- Implement the district's strategic plan
- Implement Board policy through written administrative procedures

Supervisory Duties

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

- Assistant Superintendents
- Director of Human Resources
- Director of Elementary Education
- Director of Secondary Education
- Director of Special Education
- Director of Transportation
- Facilities Director
- Chief Financial Officer
- Chief Operating Officer
- Chief Communications Officer
- Principal
- Administrative Assistant to the Superintendent

Qualifications

Education

- Specialist degree or higher in educational administration

Certificates, Licenses, Registrations

- Valid Missouri superintendent certificate
- *The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards.*

Skills and Abilities

Interpersonal Skills

This position requires strong interpersonal skills including the ability to:

- Maintain collegial working relationships with staff and members of the Board of Education

- Maintain a positive relationship with members of the community
- Effectively manage conflict
- Motivate staff, students and community members
- Initiate, manage and evaluate the change process

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

- Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.
- Have listening skills sufficient to receive inquiries and complaints and respond appropriately
- Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to:

- Define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts
- Use appropriate problem-solving techniques

Analysis

Ability to use data to assess, plan and design systems and programs

Technology

Ability to:

- Use computers and portable electronic devices.
- Enhance productivity and learning opportunities through technology.
- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

accommodations may be made to enable individuals with disabilities to perform essential functions.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment is consistent with a typical office environment.

Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.