

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Superintendent of Schools

QUALIFICATIONS

1. Experience in teaching and school administration totaling at least 8 years.
2. Completion of one year of graduate work beyond the Master's Degree with a major in Educational Administration.
3. Proper certification and approval from the Department of Education as a school superintendent.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO Board of Education

SUPERVISES Directly or indirectly every district employee

JOB GOAL To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES

1. Administers as chief school executive the development and maintenance of a positive educational program designed to meet the needs of the students and community and to carry out the policies of the board.
2. Attends and participates in all meetings of the board and its committees except when own employment or salary is under consideration.
3. Advises the board on the need for new and/or revised policies and sees that all policies of the board are implemented.
4. Prepares the annual operating budget recommendations and implements the board-approved budget.
5. Nominates for appointment, assigns and defines the duties of all personnel subject to the approval of the board.
6. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records as are required by law and by board policy.
7. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement board policy.
8. Reports to the board the case of an employee whose service is unsatisfactory and recommends appropriate action.
9. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.

10. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.
11. Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
12. Represents the school before the public and maintains, through cooperative leadership, both within and without the school, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the school.
13. Communicates directly or through delegation all actions of the board relating to personnel matters to all employees and receives from employees all communications to be made to the board.
14. Represents the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
15. Directs negotiations with professional and non-professional personnel.
16. Directs studies and planning related to school organization, attendance area boundaries and school plant requirements.
17. Files, or causes to be filed, all reports required by the state and the school code.
18. In order to assist the board in reaching sound judgments, establishing policies and approving those matters which the law requires the board to approve, be responsible for placing before the board necessary and helpful facts, comparisons, investigations, information and reports, and for making available at the proper time the personal advice on special or technical matters of those persons who, in the superintendent's opinion or that of the board or the president, are particularly qualified to furnish it.
19. Attends such conventions and conferences as necessary to keep abreast of the latest educational trends.
20. Is responsible, or delegates such responsibility, for scheduling the use of buildings and grounds by all groups and/or organizations.
21. Acts as purchasing agent for the board and establishes procedures for the purchase of books, materials and supplies.
22. Approves vacation schedules for all salaried district employees.
23. Buildings and grounds maintenance and modifications shall be under the superintendent's supervision and superintendent shall make recommendations to the board concerning desired improvements.
24. Administers the student transportation program through the transportation director.
25. Administers the school lunch program through the food services director.
26. Manages or delegates such responsibility for the district's insurance program.
27. Supervises plant alterations and construction programs.
28. Makes decision on school closing during inclement weather or for other emergency reasons.
29. Operates in accordance with board policies and sees that all policies of the board pertaining to the superintendent's area of jurisdiction are implemented.
30. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on April 13, 1992

Revised January 14, 2008