

HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

CLASS TITLE: DISTRICT SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Board of Trustees, perform the mandatory responsibilities of the position as defined by law or policy; supervise, evaluate and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Establish District-wide goals and objectives and evaluation processes. *E2*

Provide for school District organization including administrative organization, assignment of administrators, school boundaries and school grade organization. *E2*

Develop and evaluate formal District policies and procedures. *E1*

Serve as Secretary to the Board; assist the Board and individual members in the development of basic competencies and skills. *E1*

Identify, plan, implement and evaluate education growth programs. *E3*

Assist subordinates in the process of needs assessment, setting objectives and evaluation of performance. *E3*

Develop budgets, policies and procedures. *E1*

Conduct, participate in or attend conferences and seminars; read relevant materials. *E3*

Maintain a positive School District image through public relations, press relations, relations with auxiliary organizations and service club memberships.

Demonstrate educational and job leadership including management and instructional considerations.

Perform and complete projects assigned by the Board of Trustees.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:.

Knowledge Of:

- Principles and practices of administration, supervision and training.
- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Basic computer operation.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Technical aspects of field of specialty.
- Budget preparation and control.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Assign and review the work of others.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines. .
- Plan and organize work.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education, administration or related field and three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Credential.
- Appropriate Teaching Credential.
- Valid California driver's license.

WORKING CONDITIONS:**Environment:**

District office environment.

Physical Abilities:

- Hearing and speaking to exchange information, provide work direction and make presentations.
- Seeing to read and analyze various and complex documentation and official correspondence.
- Sitting for extended periods of time.