



DEFINITION

Under the general direction of the Board of Trustees, supervises all District operations in accordance with Board Policies. Although the Superintendent may delegate appropriate powers and duties so that operational decision can be made at various administrative levels, he/she is responsible for the execution of these powers and duties and will establish administrative regulations as needed to serve as the instructional leader for the District.

The duties listed below are intended only as illustrations of the various types of work that might be performed. The omission of specific statements of duties or functions does not exclude the duties if the work is similar, related or a logical assignment to the position.

REPRESENTATIVE DUTIES

The Superintendent of Schools is the chief executive officer of the Board of Trustees. (Education Code 35035) Shall act as secretary to the Board and shall prepare agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, and other documents; is responsible for carrying out all policies established by the Board and advises the Board on the need for new and/or revised policies and make policy recommendations based on data and input from staff members and advisory committees. In cases not specifically covered by Board policies, the Superintendent shall take appropriate action and report such action to the Board not later than the next Board meeting; shall be present at all meeting of the Board and its special committees except when pertaining to their reemployment being considered by the Board. All matters requiring Board action, together with the materials needed for informed decisions shall be submitted by the Superintendent; they shall be advisor to the Board in all its deliberations.

All individuals employed by the Board are responsible to the Superintendent of Schools. The Superintendent shall establish such regulations and give such instructions to the school employees as may be necessary to make the policies of the Board effective; shall determine whether certificated employees have a valid certificate as required by law (Ed. Code 35035); shall be responsible for ensuring the evaluation of each staff member; shall have the power to transfer certificated employees from one school to another. The decision shall be based on the best interest of the District and be consistent with the adopted Board policy concerning transfers and the provisions of existing collective bargaining agreements. (Ed. Code 35035 cf. 4-114- Transfers/Reassignment) Shall submit in writing recommendations in respect to all candidates for employment. The Board shall accept or reject such recommendations, but should employ candidates only on the Superintendent's recommendations; shall recommend to the Board a student's suspension or expulsion under the appropriate circumstances. (Ed. Code 48900)

The Superintendent shall formulate and recommend for the consideration of the Board personnel policies needed for efficient functioning of the District staff; shall direct the operations and activities of administrators; see they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulation the internal objectives, plans, and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

The Superintendent shall formulate and administer a program of supervision for all schools and provide professional leadership for the education program of the schools; shall formulate educationally sound policies and present them to the Board for consideration; shall regularly report to the Board on all aspects of the District's education program and submit a school calendar for the ensuing school year; shall provide program articulation with the Fullerton Joint Union High School District whenever possible and feasible.

The Superintendent serves as the District's chief negotiator during the collective bargaining process; will ensure effective relations with employee organizations are maintained. The Superintendent will establish and maintain liaisons with community groups which are interested or involved in the education programs of the District; shall serve as the District's advisor to the Lowell Joint Education Foundation; shall represent and advocate for the District in dealings with other school systems, professional organizations, business firms, agencies of government, and general public. The Superintendent shall be directly responsible for the District's website and for the news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents, or events, and shall approve media interviews of this nature with District employees.

The Superintendent (or designee with Board approval) shall be responsible for supervising the preparation and submission of the District budget to the Board for the ensuing fiscal year; shall submit regular financial and budgetary reports to the Board of Trustees including any outstanding obligations incurred by the school district. Shall revise and take any other action concerning the budget as the Board may designate; in accordance with Board policies, shall have the power within limits of major appropriations approved by the Board to approve and direct all purchases and expenditures; is authorized to approve conference expenses for employees on official business; shall have the power to enter into any contracts on behalf of the Board. (Ed. Code 35035) Shall personally be liable for any district moneys paid out as a result of her/his misconduct in relations to any contracts made. (Ed. Code 39656) The Superintendent is responsible for the implementation of a plan for maintenance, improvement, or expansion of buildings, and site facilities; shall keep a regularly updated inventory of all property, furnishings, materials, and supplies of the District

PERSONAL CHARACTERISTICS

The Superintendent of Schools must have the background, skills, and abilities essential for excellence in educational leadership. The Board recognizes that selecting a Superintendent is one of the most important decisions it will make. The Board has identified the following desired characteristics:

- Demonstrated ability to provide effective visionary leadership and strategic planning to focus resources towards the primary goal of quality education
- An innovative leader with the ability to effectively interact with all District stakeholder in order to continue to move and improve educational initiatives in the District
- A collaborator who brings people together building positive relationships with the Board, administration, staff members, and community.
- A person who is a good listener, open and accessible to all, who is able to communicate effectively, motivate and who is highly visible and vested part of the schools and community
- An ethical leader who models high expectations for self, staff members, and students and who possesses the personal characteristics of honesty, dependability, humor, loyalty, and a strong work ethic
- Demonstrated success in developing and maintaining productive Board/Superintendent/staff relations with honest and open communication
- A record of ability to refine, improve, and implement curriculum, instruction, technology, and management strategies by working with people and utilizing their talents and skill
- A leader who has demonstrated fiscal and operational expertise ensuring consistent application of administrative policy and the ability to implement long-range plans that benefit students

MINIMUM QUALIFICATIONS

- Master's degree from an accredited institution of higher learning, and/or preferably a Doctorate Degree.
- Minimum of five years of teaching experience, preferably at various grade levels

- Minimum of five years of administrative or supervisory experience, including serving as school principal
- Experience in a school or community leadership role which required public speaking and presentations, and organization of tasks/projects

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Valid California Driver's License
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORK CONDITIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects such as records or files typically weighing up to 20 pounds. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. There is frequent contact with staff and public and the need to meet multiple demands from several people. The employee will need to drive to District sites, training facilities, community meetings and other locations as needed. The noise level can be moderate to noisy

SUPERVISION FROM: Board of Trustees

EVALUATION BY: Board of Trustees

SALARY RANGE: As per individual contract

PERIOD OF SERVICE: As per individual contract

EDUCATION CODE

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement for chief administrative officer of the district

35031 Term of employment (up to four years)

35032 Salary increases

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion