

Job Description - Superintendent

- I. EDUCATION - A master's degree in administration with advanced training and schooling.
- II. EXPERIENCE - At least seven (7) years of successful teaching and/or administrative experience.
- III. CERTIFICATION - A valid Montana Certificate in the teaching and administrative fields.

MAJOR DUTIES AND RESPONSIBILITIES --

The Superintendent has responsibilities and the board has expectations in a number of general areas. In addition to the identification of major areas of responsibility for the position of superintendent, certain performance indicators have been developed for each area of responsibility for use as a guide in the evaluation process. Other performance indicators although not stated in this document, may be appropriate to the evaluation process as well.

Defined areas of responsibility and the related performance indicators are as follows:

1. Board Decision Making and Policy Formulation

It is the responsibility of the superintendent to provide information and recommendations to aid the board in making decisions and to recommend policies or changes in policy to the board when needed.

- A. It is the responsibility of the superintendent to keep the board informed on all phases of the district's operation.
- B. The superintendent has the responsibility to make recommendations to the board for the improvement of instruction and general operation of the district.
- C. The superintendent has the responsibility to provide the board with information in advance of meetings, to prepare an agenda, and to provide the board with necessary supporting materials to increase decision-making effectiveness.
- D. The superintendent recommends changes in board policy where needed and prepares administrative rules and regulations for review by the board.

2. Community and Public Relations

It is the responsibility of the superintendent to represent the school district's programs and policies to the community and to encourage community participation in the schools

- A. The superintendent is expected to interpret the district's educational program to the community.
- B. The superintendent is expected to interpret district problems and concerns to the community.
- C. The superintendent is expected to encourage community participation in school groups and school affairs.
- D. The superintendent is expected to establish a working relationship with the media to further the above goals.

- E. The superintendent is expected to respond promptly to oral and written requests generating from the community.

3. Staff Personnel Management

It is the responsibility of the superintendent to recommend the hiring of personnel, to administer all district personnel policies and procedures, and to foster good staff/administration relations.

- A. The superintendent is responsible for recommending capable personnel for employment, for assigning them to appropriate positions, and for seeing that they receive proper orientation.
- B. The superintendent is responsible for interpreting board policy to staff and for properly administering all policies and procedures.
- C. The superintendent is responsible for seeing that district personnel evaluation programs are in place and for evaluating staff under his/her direct supervision.
- D. The superintendent is expected to encourage and develop a means for staff comment and input to assist in the improvement of instruction and district operation.
- E. The superintendent is expected to work for good staff morale.

4. Business and Fiscal Management

The superintendent is responsible for the fiscal management of the district, including budget preparation and the establishment and supervision of accounting procedures, financial reporting, and purchasing procedures.

- A. The superintendent is responsible for preparing an annual district budget based on program priorities for adoption by the board.
- B. The superintendent is responsible for establishing efficient accounting and control procedures and for arranging for the proper auditing of all accounts.
- C. The superintendent is responsible for developing a purchasing plan and supervising all business operations to assure maximum benefits from available funds.
- D. The superintendent is expected to adhere to statutes, regulations, rules and policies pertaining to district financial matters.
- E. The superintendent is expected to provide a monthly financial status report and an annual financial summary to the board.
- F. The superintendent should be aware and inform the board of alternative and/or special funding sources.
- G. The superintendent is responsible for allocating funds in accordance with the adopted budget.
- H. The superintendent is expected to monitor student activity funds.
- I. The superintendent is expected to review insurance coverage and make recommendations to the board.
- J. The superintendent is expected to make long-range forecasts of district financial needs.
- K. The superintendent is expected to be effective in conveying information about financial status and needs to board members and the community.

5. Management Skills

The superintendent is expected to have management skills necessary for the efficient and effective discharge of his/her responsibilities.

- A. The superintendent is expected to make decisions in a timely manner.
- B. The superintendent is expected to adhere to the policies and regulations of the board.
- C. The superintendent has the responsibility to provide for the appropriate maintenance of all district records.
- D. The superintendent is responsible for making effective use of district resources, supplies and equipment.

6. Facilities Management

The superintendent is responsible for making recommendations for the best short-term and long-term use of school facilities and for the proper maintenance of the facilities.

- A. The superintendent is responsible for planning for the best use of space for district programs.
- B. The superintendent is responsible for seeing that buildings are in a safe condition.
- C. The superintendent is expected to respond promptly to board directives regarding buildings and grounds and to arrange for major and minor maintenance and improvements in a timely, efficient manner.
- D. It is the responsibility of the superintendent to assess the operation of the physical plant and recommend improvements and possible economies to the board.
- E. The superintendent is expected to make recommendations to the board for long-range district facility needs.

7. Program of Studies

The superintendent has overall responsibility for the instructional program and is expected to monitor and assess its effectiveness and make recommendations to the board for its development and improvement.

- A. The superintendent is expected to provide overall leadership and direction in program development.
- B. The superintendent is expected to keep current with trends and developments in curriculum and instruction.
- C. The superintendent is responsible for assuring program continuity between elementary and junior high school and between junior high school and high school.
- D. The superintendent monitors programs and provides for evaluation and review.
- E. The superintendent is expected to make recommendations to the board and implement board directives relating to program development and changes.

8. Students

The superintendent is responsible for the welfare of the students of the district, for upholding their rights and for holding them accountable for regular attendance and appropriate conduct.

- A. The superintendent is expected to be aware of discipline concerns and to insure that district practices are in accord with statutes, policies, and regulations.
- B. The superintendent is responsible for handling discipline appeals in accordance with district policy.
- C. The superintendent is to make decisions keeping the best welfare of students in mind and to demonstrate openness to student concerns and a willingness to listen.

9. Goals

The superintendent is expected to administer the district in accordance with defined goals and to analyze and evaluate its operation.

- A. The superintendent is responsible for assessing and reporting on the total operation of the district.
- B. The superintendent is responsible for developing long-term and short-term goals and is expected to direct activities toward achieving identified goals.
- C. The superintendent is expected to utilize staff in the establishment of organizational goals.

10. Professional Growth

The superintendent is expected to enhance his/her effectiveness through ongoing professional growth.

- A. The superintendent is expected to make an effort to keep current professionally through reading and participation in relevant seminars and workshops.
- B. The superintendent is expected to be an active participant in professional organizations.

11. Relations with Board

The superintendent is expected to deal professionally and constructively with the board of trustees.

- A. The superintendent is expected to deal openly and evenhandedly with board members.
- B. The superintendent is expected to refrain from public criticism of board members.
- C. The superintendent is expected to work to enhance the ability of board members to work together and to participate in resolving differences of opinion.

12. Personal Qualities

The superintendent is expected to possess certain personal qualities which the district believes are important to success.

- A. The superintendent should possess health adequate to meet the demands of the position.
- B. The superintendent is expected to be suitably attired and well-groomed.
- C. The superintendent is expected to write and speak clearly and effectively.

- D. The superintendent should have the ability to withstand pressure and remain poised during crises.
- E. The superintendent is expected to exhibit courtesy and consideration toward others.
- F. The superintendent is expected to be honest and forthright in dealings with others.