

## **Superintendent**

### **Purpose Statement**

The job of Superintendent is done for the purpose/s of managing and providing leadership for the overall operation of the organization as designated by the Governing Board; representing the organization and serving as a resource to internal and external parties; establishing long and short term goals and procedures; and ensuring compliance to policies and/or codes.

This job reports to Board of Education

### **Essential Functions**

- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, board of education, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short term plans, and addressing organizational objectives.
- Compiles data from a wide variety of internal and external sources (e.g. population increases, annual district population growth rate, etc.) for the purpose of developing financial, legal, and administrative policies and procedures; evaluating specific requests and/or measuring attainment of organizational objectives.
- Delegates responsibility for a variety of administrative functions to Associate/Assistant Superintendents, Directors, and other personnel (e.g. curriculum development assigned to Assistant Superintendent of Academic Affairs, organizational charts, department plans and objectives; organizational policies, etc.) for the purpose of managing district operations and ensuring services are effectively and efficiently provided within established guidelines and policies.
- Develops internal controls, policies, procedures, proposals, long and short range plans, budgets and grant opportunities for the purpose of achieving organizational objectives, state education code requirements, and board policies in an efficient and timely manner, and in accordance with legal requirements.
- Facilitates meetings that frequently involve a range of issues (e.g. personnel and financial procedures, regulatory requirements, requests from outside agencies, interdepartmental needs, etc.) for the purpose of communicating information, developing recommendations, guiding and supporting other staff, and serving as District representative.
- Implements solutions to a wide variety of complex issues (e.g. budgeting, curriculum, negotiations, etc.) for the purpose of fulfilling state education code requirements while addressing the needs and responsibilities of the district.
- Manages all district services and functions (e.g. administration and Planning; Personnel; Budget and Finance, etc.) for the purpose of ensuring that students achieve educational goals in compliance with established requirements.
- Monitors district operations, programs, budgets and related activities (e.g. District Strategic Plan, etc.) for the purpose of ensuring that objectives are attained within budget and in compliance with regulatory requirements, established policies, and operational practices.
- Performs a variety of personnel functions (e.g. interviewing, evaluating, training, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity, achieving objectives within budget, and complying with administrative and legal requirements.
- Performs other related activities as assigned (e.g. special assignments from Board of Education, etc.) for the purpose of ensuring the efficient and effective functioning of the District.

- Presents information on a variety of topics (e.g. strategic planning, budget, enrollment, legislation, etc.) for the purpose of conveying information, gaining feedback and approval, and making recommendations regarding district services.
- Provides professional and personal leadership (e.g. District stewardship within the community, policy development, visioning for district physical and instructional development, serving as primary communicator for District to Board and community, etc.) for the purpose of promoting educational values and vision within the district and with outside community entities.
- Recommends solutions to a wide variety of complex issues (e.g. tax levy study, etc.) for the purpose of addressing the operational needs, goals, and educational responsibilities of the district.
- Researches a wide variety of complex topics (e.g. policies, practices, guidelines and regulations, financial resources, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines; securing information for planning, and responding to requests.
- Responds to complex and critical reports and inquiries from a wide variety of internal and external sources regarding development, implementation and evaluation of district programs (e.g. District discipline policies, athletic eligibility, marketing strategies, district long range plans, etc.) for the purpose of identifying relevant issues and recommending or implementing action plans.
- Reviews a variety of information (e.g. education codes, legal decisions, district practices, county planning and zoning issues, etc.) for the purpose of assessing impact on district, making recommendations, and/or addressing a variety of administrative needs.
- Supports the Governing Board and/or other management groups (e.g. visionary goals of Board as communicated to the Smithville stakeholders, etc.) for the purpose of developing and implementing services, plans and programs for achieving the operational goals of the district.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; training, developing and supervising staff; adhering to safety practices; analyzing budgets; analyzing data; classifying data and/or information; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; enforcing rules and regulations; estimating required resources; facilitating meetings; and investigating problems.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; current trends and practices in public education; principles of employee development and management; project development, goal attainment; time management; principles of conflict resolution; accounting practices; business telephone etiquette; cost/fund accounting; grammar, spelling and punctuation; health standards and hazards; knowledge of community resources; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration; and school safety and security practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific

ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; setting priorities; being available on-call; working as part of a team; working extended hours; working with detailed information/data; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education:** Doctoral degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates and Licenses**

Driver's License & Evidence of Insurability  
Administrators Credential State Boards

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Maintains Certificates and/or Licenses  
Continuing Education Requirements

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**