



Job Description

Job Title: Superintendent of Schools

Supervisor: Capitan Municipal Schools Board of Education

Description of Basic Functions and Responsibilities

Per §22-5-14 NMSA 1978 LOCAL SUPERINTENDENT – The local superintendent is employed as the chief executive officer of the school district

Under the direction of the Board of Education, the Superintendent of Schools provides educational leadership and executive direction to the Board of Education, schools, community, personnel, programs, activities and operations of the district and assures compliance with established goals, objectives and legal requirements concerning district administration and instruction.

Knowledge, Skills, and Abilities

Working knowledge of business English, spelling, and arithmetic. Working knowledge of modern office practices and procedures. Ability to make minor decisions in accordance with established policies and procedures and to apply these to work problems. Ability to maintain clerical records and prepare routine reports from such records. Ability to maintain good relationships with the general public. Ability to communicate effectively with staff, parents, students, members of the community and others. Skill in the operation of a computer to perform word-processing or data system tasks. Excellent human relations skills. Computer skills including word processing and database required, and experience with existing Capitan Municipal School databases.

ESSENTIAL FUNCTIONS:

- Administers the development and maintenance of a positive educational program designed to meet the needs of all students and assists the Board in the identification of student achievement goals and implements programs designed to achieve and evaluate progress toward meeting those goals.
- Develops, implements and maintains strategic planning processes for district functions.
- Assures that the laws and regulations of the State of New Mexico, the New Mexico Public Education Department and district policies are faithfully executed.
- Supervises the development of systems for budget development, purchase of goods and services, accountability for expenditure of district funds, and analyses and reporting of the district's financial position to the Board and the public.
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- Participates in all Board meetings by assisting the Board in the development of the meeting agenda, by preparing background materials and analyses of issues brought to the Board, and by preparing recommendation on all issues brought to the Board for decisions.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to ensure the making of informed decisions.
- Informs and advises the Board about the programs, practices and problems of the district and keeps the Board informed of the activities operating under the Board's authority.
- Holds meetings of teachers, principals, and other employees as necessary for the discussion of matters concerning the improvement and welfare of the district.
- Develops and implements plans for dealing with emergencies and takes the necessary steps in times of emergency to safeguard students, staff, residents and school district property.
- Keeps informed of current educational thoughts and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Keeps the public informed about the policies, practices, successes, and problems in the district's schools.
- Recommends new policies and procedures necessary for the efficient operation and conduct of the district and assists the Board with the development and/or revision of Board policy and established regulations, forms, guidelines and procedures to implement Board policy.
- Studies and revises, together with staff, all curriculum guides and courses of study, on a continuing basis.
- Promotes good public relations between the district and the community through school activities, school/parent activities, personal participation in community and after-hours school activities, and participation in professional associations.
- Establishes procedures for communication between and among the Board, district staff, media, the community and other business, governmental and educational organizations.
- Supervises the development of systems for the recruitment, employment, evaluation, in-service, compensation, and benefits for all district staff.
- Represents the Board in its dealings with city, county, state and federal governmental agencies.
- Makes recommendations for new facilities or additions to existing facilities, and supervises the acquisition, construction, maintenance, renovation and disposal of all district facilities and properties.



DUTIES:

In addition to the essential functions of this job, the Superintendent must perform the following duties:

- Articulates and facilitates the implementation of the mission and values of the Capitan Municipal Schools.
- Complies with state-approved Code of Ethics of the education profession and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations.
- Safeguards confidentiality of privileged information.
- Prepares and maintains accurate and complete records and reports as required by law, state directives, district policy and procedural directives.
- Shares the responsibility for the supervision and care of district inventory, proper and safe use of facilities, equipment and supplies, and reports safety hazards promptly.
- Maintains professional relationships and works cooperatively with employees, the community and other professionals.
- Maintains professional competence through individual and staff training, in-service educational activities and self-selected professional growth activities.
- Attends and/or conducts staff meetings and participates on committees within area of responsibility.
- Performs other tasks related to area of responsibilities as requested or assigned by the Board of Education.

REQUIRED EDUCATION, LICENSES, CERTIFICATIONS, ABILITIES, AND KNOWLEDGE

- Master's degree, with specialization in Education Administration.
- Holds or is eligible to obtain a New Mexico Public Education Administrative 3-B license.
- Highly effective communication skills, both verbal and written.
- Demonstrated skills in instructional leadership.
- Skilled in evaluating curriculum and other educational programs.
- Knowledgeable about New Mexico school financing
- Ability to assess organizational strengths and weaknesses and administer policies accordingly.
- Skilled in setting long and short-range goals.
- Five years of experience as a school administrator.
- Experience as a district level administrator and classroom teacher.
- Experienced in developing and operating district budgets and programs.



- Proficient with the software needed to perform administrative tasks.
- Ability to develop and maintain collaborative decision making and appropriate authority delegation.
- Knowledge of federal and state laws relative to education.
- Ability to build a positive school culture with stakeholders and a willingness to be present at school events and in classrooms
- Willingness to live within the immediate geographic boundaries of the district and become part of the community.
- Flexibility, organization, decision-making and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work on multiple projects.
- Ability to coordinate the work of others.
- Ability to place responsibilities in a priority order.
- Knowledge of group dynamics and group processes.
- Experience with strategic planning and forecasting alternative futures and resource allocations.
- Experience in communicating and negotiating with diverse community groups, funding bodies and other private and public institutions, including local faith-based groups.
- Demonstrated leadership in understanding community culture.

Physical Requirements

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, sustained operation of keyboard devices

Safety and Health Requirements

- Knowledge of universal hygiene precautions
- Knowledge and training of first aid procedures

Equipment/Material Handled

Must know how to properly operate or be willing to learn to operate all multimedia equipment, including current technology



Work Environment

The work environment characteristics described here are representative of those the Superintendent may encounter while performing the essential functions of this job:

- The incumbent will work with Capitan Municipal Schools staff members in a team environment. This includes the administrative staff, certified and classified staff, NM Public Education Department personnel, the Board's legal counsel, parents, students, advocates and others outside the district.
- Frequent interactions will be necessary with individuals in person, on the phone, email, and electronic meetings.
- Visit classrooms regularly to directly observe the quality of the instructional program.
- Travel to state meetings and professional organizations is necessary at times.
- Work after hours is often a necessity.
- May work under stressful conditions at times.

Functions are performed primarily in an office environment and in various locations on the school campus.

Work Schedule and Salary

Salary and work year to be established by the Board of Education.

Staff Random Drug Testing Opt

I, _____ will or will not be subject to random drug screening. I also understand that if I chose to not be subject to random drug testing, I cannot drive a school vehicle or be reimbursed to use my own vehicle for school sponsored trips of any kind.

Employee Signature

Date

Acknowledgement

I have received a copy of the Superintendent's job description and understand the requirements listed in the job descriptions.

Signature of Superintendent

Date