



Littleton Elementary School District #65 Position Description

TITLE: Superintendent of Schools

CLASSIFICATION: Exempt

REPORTS TO: Governing Board

SUPERVISES: Provides direct supervision to Administrative Staff as well as the Administrative Assistant to the Superintendent.

QUALIFICATIONS: A minimum of five (5) years of successful administrative experience in public schools at the district level is preferred. A minimum of three (3) years of successful experience as an elementary principal in public schools is preferred. An earned doctorate degree from an accredited institution with a major in educational administration is preferred or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Master's Degree from an accredited college or university and Arizona Superintendent Certification is required. Any other such alternatives as acceptable and appropriate for the position as the Board may find appropriate. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL STATEMENT OF RESPONSIBILITIES: Under direction of the Governing Board, the Superintendent is responsible for the development and maintenance of a positive educational program designed to meet the needs of all students and the community.

The Superintendent is responsible for the operation of the school system to ensure optimum educational opportunities for students. He/she is responsible for assuming the duties of chief executive officer of the district and for the development and interpretation of policy. He/she is responsible for reporting the progress and needs of the District Governing Board and recommending administrative regulations, procedures and assignments of responsibility necessary to implement decisions, actions and policies of the Board.

PHYSICAL REQUIREMENTS: Positions in this class typically require: standing, walking, talking, hearing, seeing, reaching, stooping, sitting, and use of repetitive motions. While performing the duties of this job, the employee may frequently sit for extended periods of time. Lifting and/or movement should be minimal up to 10 pounds. The employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this job include close vision as to read hand written or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public or staff.

Noise Level: The noise level in the work environment is usually moderate.

Essential Functions/Performance Responsibilities:

- Acts on own direction if action is necessary in any matter not covered by Board Policy, reports such action to the Board as soon as possible, and recommends policy in order to provide guidance in the future.
- Serves as administrative leader in encouraging strong attendance policies and the development of attendance through administration.
- Directs and coordinates activities concerned with administration of city, county, or other school systems in accordance with Board standards.
- Formulates plans and policies for educational programs and submits them to the Board for approval.
- Administers programs for selection of school sites, construction of buildings and provision of equipment and supplies related to district growth or Arizona School Facilities Board requirements.
- Directs preparation and presentation of district budget and determines amount of school bond issues required to finance the educational program.
- Addresses community and civic groups to enlist support for the District.
- Interprets programs and policies of the district to school personnel, to individuals and community groups and to governmental agencies.
- Coordinates the work of the district with related activities of other school districts and agencies.
- Ensures that laws applying to public school systems are enforced and followed.
- Supervises evaluating and professional development of staff.
- 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 insure the making of informed decisions.
- Initiates and guides the development of policies for Board consideration, and develops such administrative regulations as may be necessary to implement Board policies.
- Exercises leadership in the development and execution of the school/community relations program and represents the District in its dealings with other school systems, institutions and agencies, community organizations and the general public.
- Coordinates the total educational program and provides leadership in its development and improvement.
- Makes recommendations with reference to the location and size of school sites and of additions to existing sites; the location and size of new buildings and school sites; the plans for new school buildings; all appropriations for sites and buildings.
- Assumes ultimate responsibility for the assignment of students and various specialized areas of administration including student services, business management, plant management, and curriculum.
- Maintains adequate records for the schools, including a system of financial accounts; business and property records; personnel records; school population and academic records.
- Acts as custodian of such records and of all contract, securities documents, title papers, books of records and other papers belonging to the Governing Board.
- Assumes final responsibility for the selection, assignment, dismissal, and evaluation of all personnel.
- Keeps informed of modern educational thought and practices by advanced study, by attending professional conferences, and by other appropriate means as requested or directed by the Governing Board and keeps the board informed of trends in education.
- Keeps the public informed about modern educational practices, educational trends, district policy, practices and issues facing the District.
- Evaluates personnel of those individuals who report to the Superintendent in a timely manner.
- Will develop programs and procedures to offer solutions and resolutions to on-going issues.
- Continually evaluates, observe and develops curriculum which facilitates increased student achievement, differentiated instruction and meets instructional objectives outlined by the district and State Standards.
- Coordinates the work of administrative staff members, provides counsel and motivation, fosters and encourage a positive work environment for the district and for the individual school campuses.
- Directs studies and planning related to school organization, attendance area boundaries and school plant facilities requirements.
- Communicates effectively directly or through delegation the actions of the Board to all employees and receives from employees all communications to be made to the Board.
- Guides the process of fiscal planning and budgetary development and interpretation.
- Performs any other duties as assigned or requested by the Governing Board.

KNOWLEDGE AND SKILLS REQUIRED:

- Excellent written and oral communication skills.
- Mastery skills in computer applications and Power Point.
- Solving problems and resolving conflicts at the district and board level (i.e. dealing with staff, community, parent concerns/complaints/committees, governing board)
- Public relations skills as applied to working with general public
- Using computer and related software and office machines
- Knowledge of budgeting and accounting
- Federal and State laws governing public school personnel and discrimination
- Ability to solve practical problems
- Ability to handle multiple tasks
- Interpersonal skills as applied to interaction with governing board, administrators, staff, community and the general public
- Ability to direct/manage other effectively
- Ability to analyze, plan, organize and administer programs
- Ability to write memorandums and business correspondence
- Ability to establish and maintain effective working relationships with other administrators, employees, community and business organizations
- Knowledge of Local, State and Federal Policies, laws and regulations relative to public education
- Knowledge of District policies and procedures
- Confidentiality
- Administrative office organization

TERMS OF EMPLOYMENT:

Twelve months per year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of the Superintendent