

CARLYNTON SCHOOL DISTRICT

Job Description

Title: Superintendent of Schools

Reports to: Board of School Directors

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services for the students of our school system. To lead, guide, direct every member of the administrative, instructional, and support services teams in setting and achieving the highest standards of excellence in educational programs and operating systems. To be responsible for a system of supervision and evaluation for all staff designed to meet the goals of the school system. To oversee and administer the use of all facilities, property, and funds in the best interests of students and the school system.

Supervises: All administrative personnel of the school system.

Performance Responsibilities and Criteria

The criteria for performing the job responsibilities of the Superintendent include the ability to function effectively in the following categories:

1. Curriculum and Instruction

- a. Demonstrates a thorough understanding of the instructional program
- b. Requires school programs to reflect sound, research-based educational practices
- c. Works responsibly to enhance the District's technology program
- d. Supports curriculum change necessary for student success
- e. Evaluates the educational needs of students and translates that into financial recommendations
- f. Effectively addresses staff development needs

2. Financial Management

- a. Directs the preparation of a realistic budget based on the educational needs of the District
- b. Recommends fair and effective resource allocation
- c. Supervises the business manager and business office functions
- d. Responsibly uses own budget allotments in keeping with the District's resources

3. Staff Relations

- a. Involves others in the decision-making process, while maintaining responsibility for final decisions
- b. Exhibits honesty and fairness in dealing with others
- c. Promotes good staff morale
- d. Inspires others to follow the highest educational and professional standards
- e. Visible and accessible to all staff as appropriate
- f. Promotes effective problem solving when differences of opinion arise among school personnel

4. Board Relations

- a. Keeps all board members informed on issues regarding operations in the District
- b. Maintains the confidence and trust of all board members
- c. Encourages free flow of information from administrators to board members
- d. Earnestly works to resolve any conflicts with the board
- e. Offers professional advice on items requiring board action

5. Student Services

- a. Established effective process/procedure to ensure the health, safety, transportation and welfare of students
- b. Ensures that the school district has adequate ancillary services for students; i.e. services relative to health, safety, educational support, transportation, etc.
- c. Makes use of proactive strategies to support and facilitate student achievement
- d. Effectively creates a student centered direction for the District
- e. Ensures that responsible discipline prevails in the District and that good conduct is fostered

6. School-Community Relations

- a. Interprets and follows board policy and board decisions
- b. Provides the community with information relative to District operation
- c. Responds to problems and concerns of all groups and individuals
- d. Handles the media relations skillfully

- e. Maintains respect and support of the community

7. Personal Qualities

- a. Exhibits imagination and competence in planning, organizing and follow through
- b. Attempts to maintain an objective view when solving problems
- c. Researches and encourages discussion before making a recommendation
- d. Does not delay important decisions nor allow pressure to cause hasty decisions
- e. Maintains composure in all situations
- f. Exhibits integrity in all dealings

8. Miscellaneous

- a. Effectively uses the Comprehensive Plan as a guide for the direction of the District
- b. Effectively oversees the maintenance of District buildings and grounds, including sports fields, pool, etc.
- c. Shows forethought and planning toward future goals and needs for the District and its facilities
- d. Those additional duties that may be assigned by the Board of School Directors