

SUPERINTENDENT OF SCHOOLS

AD01

QUALIFICATIONS:

The superintendent of schools shall have earned a master's degree from an accredited university or college, with emphasis in educational administration.

The superintendent shall have at least five years of experience in teaching and in the administration of schools or district programs prior to election as superintendent.

The superintendent shall qualify for and maintain a Professional Administrator License from the State of Colorado.

The superintendent shall have a proven track record as an educational leader and as a scholar in the profession.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the District

TERMS OF EMPLOYMENT:

Work year, salary, benefits, and other conditions of employment to be established by the Board of Education in a contact with the superintendent. Modifications to the contract may occur from time to time with the approval of the Board of Education.

ESSENTIAL FUNCTIONS:

The superintendent shall be responsible for the general management of the schools and departments under the requirements of state and federal laws and regulations and the policies of the Board of Education.

The superintendent is responsible for guiding the development of the educational objectives and programs in the District. The superintendent shall provide overall direction to the activities of the School District and its personnel toward the accomplishment of District goals and shall administer the policies of the Board of Education, conserve the School District's assets and resources, and serve as the educational leader of the District.

The management responsibilities of the superintendent shall extend to all activities of the District, including all phases of the educational program and to all parts of the physical plant and grounds.

DUTIES AND RESPONSIBILITIES:

RELATIONSHIPS

- The superintendent of schools shall serve as the executive officer of the Board of Education, and shall be charged with the responsibility for implementing the policies of the Board. The superintendent shall prepare the agenda for each meeting, work session, or retreat in cooperation with the Board president. Unless excused or his or her presence is not required by the Board, the superintendent shall attend all meetings and executive sessions of the Board held in accordance with Colorado law and participate in deliberations of the Board, furnishing Board members with appropriate information and data needed to consolidate decision-making.
- Administer the schools in conformity with the adopted policies of the Board and rules and regulations of the State Department of Education, and in accordance with state and federal laws.
- Recommend to the Board the adoption, deletion or amendment of policies as needed.
- Develop administrative procedures for implementing Board policies.
- Serve as representative of the District in local, state, and national meetings as may be required.
- Maintain a cooperative working relationship between the District and the community and community agencies.
- Establish and maintain such other relationships within and outside the School District as required to carry out the mission of the District and responsibilities of the position.
- Report to the Board the progress and status of programs and activities of the District and inform the Board on all matters of major importance or significance to the District.

GENERAL MANAGEMENT

- Manage the planning and program development of the District, delegating authority where appropriate but shall not relinquish ultimate authority for results and accountability.
- Manage the submission of all requests and reports to state and federal agencies in a timely and accurate manner.
- Manage the development and implementation of short and long term educational objectives for school and district improvement in compliance with state and federal accountability or accreditation law, rules and regulations.
- Make recommendations to the Board of Education regarding the adoption of standards, curriculum, textbooks, related instructional supplies and materials and assessment programs in the District.
- Manage the regular and systematic evaluation of student achievement.
- Manage the general program of supervision, performance, and evaluation of personnel in the District.
- Establish and maintain an administrative organization which provides for the effective management of all essential functions of the District, including but not limited to instruction, transportation, operations and maintenance, nutritional services, technology, and finance and recommend proposed revisions to the organization of the management structure, including the establishment or elimination of administrative positions.
- Manage the supervision of the construction, maintenance, and alterations of school buildings and make recommendations to the Board of Education for new facilities or major repairs as may be required.
- Provide for the general safe conditions of the schools and District including the authority to cancel school or close the District in case of emergency or safety concerns except that all cancellations shall be reported to the Board of Education for ratification.

PERSONNEL

- Provide general oversight of policies and programs for personnel recruitment, selection, employment, and training insuring compliance with state and federal law and regulations.
- Make recommendations to the Board of Education regarding the selection, employment, assignment, transfer, termination and discipline of all personnel.
- Make recommendations regarding salary and benefit changes for all personnel to the Board of Education.
- Recommend job classifications for all new positions in the District.

FINANCE

- Direct the development of the annual budget of the District as required by law and Board policy.
- Provide for the overall management of the School District's financial activities.
- Make recommendations to the Board to insure that the District maintains adequate and required insurance programs.
- Assist principals, supervisors, and directors in maintaining economy and efficiency in the operation of various administrative units.
- Insure the proper audit of the District's finances and assets and demonstrate cooperation with auditors selected by the Board of Education.
- Insure regular reporting to the Board of Education and as required by law, concerning the financial condition of the District.

EVALUATION:

The Board of Education shall conduct a formal evaluation of the performance of the superintendent annually. Nothing shall prohibit the Board from conducting a more informal review process from time to time as may be deemed necessary by the Board or superintendent to monitor progress. The evaluation of the superintendent shall be consistent with the requirements of Colorado law and be reasonably related to this job description, the goals of the District, and goals the Board may establish for the superintendent of schools. The Board may further establish specifics of the evaluation through its contract with the superintendent.

Revised: August, 1986
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