

## Superintendent

Certified Position – 0010

<u>Salary</u> Per Salary Schedule	<u>Days</u> Per contract	<u>Reports to:</u> Board of Education
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### SCOPE OF RESPONSIBILITIES

As executive officer of the Board of Education, the Superintendent shall see that the laws relating to the schools, the bylaws, rules and regulations of the Kentucky Education Reform Act and State Board for Elementary and Secondary Education and the regulations and policies of the District Board of Education are carried into effect

### PERFORMANCE RESPONSIBILITIES

1. Sees that the Board of Education is informed of the conditions of the district's educational system, assures effective communication between the Board and the staff of the school system, and prepares the agenda for meetings of the Board
2. Develops and recommends to the Board of Education the overall objectives of the educational system; sees to the development of internal objectives which support the Board of Education's objectives
3. Develops and recommends to the Board of Education long-range plans consistent with population trends, cultural needs, and appropriate use of district facilities, and sees to the development of long-range plans which are consistent with established objectives
4. Sees to the development of specific policies, procedures, and programs to implement the intents established by the Board of Education
5. Sees to the execution of all decisions of the Board of Education except when execution is otherwise specifically assigned by the by-laws or by action of the Board
6. Sees that sound plans of organization, educational programs, and services are developed and maintained for the Board of Education in accordance with KERA
7. Provides for the optimum use of the staff of the district so that the district is staffed with competent people who are delegated authority commensurate with their responsibilities, and that appropriate in-service training is conducted
8. Subject to affirmation by the Board of Education, authorizes the appointment of certified and non-certified personnel
9. Subject to terminal approval by the Board of Education, authorizes the dismissal of noncertified personnel
10. Sees to the development throughout the District of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency
11. Sees that effective relations with employee organizations are maintained
12. Sees that the development, authorization, and maintenance of an appropriate budgetary procedure is properly administered and its use is extended throughout the organization, and that the annual proposed budget is prepared and submitted to the Board of Education
13. Sees that all funds, physical assets, and other property of the district are appropriately safeguarded and administered
14. Establishes and maintains liaison with community groups which are interested or involved in the educational programs of our district
15. Establishes and maintains liaison with other school districts, State Department of Education, universities, and the United States Department of Education
16. Attends all meetings of the Board of Education
17. Represents the district as the chief executive officer in dealing with other school systems, professional organizations, social institutions, business firms, agencies of government and the general public
18. Reports directly to the Board of Education and, as required, to all appropriate agencies of government
19. Acts as reference agent for problems brought to the Board of Education

20. Directs the operations and activities of these administrators; sees that they effectively guide and coordinate the operations and activities of the educational system; secures their assistance in formulating the internal objectives, plans and programs; and stands ready at all times to render them advice and support
21. Oversees directly the work of the assistant superintendents and school principals
22. Maintains regular and predictable attendance
23. Adheres to the professional code of ethics
24. Successfully utilizes technology as appropriate in job function
25. Works with other Board of Education employees and advisors, including the auditor, architect, attorney and consultants

**Personnel:**

1. Plans and directs a program for selection and assignment of the best qualified teachers and administrative personnel
2. Interviews applicants and complies with Codification of Hiring practices such as Affirmative Action and ADA compliances
3. Recommends, reviews, and designs all job application forms used by the district, ensuring their compliance with state and federal statutes, and Board policies on nondiscrimination, and maintains an inventory of such forms
4. Places advertisements and prepares mailings, as appropriate, announcing each job opening in the district and soliciting applications
5. Arranges for duplication and distribution of job descriptions for each announced job opening
6. Maintains and updates a complete file of job descriptions in the district
7. Receives and responds to letter and telephone inquiries regarding jobs open at any given time
8. Coordinates screening and reviewing all applications received for a given job and identifying likely candidates
9. Schedules interviews with likely candidates for job openings and conducts the initial interview with each; prepares and files a confidential report on the results of each interview
10. Receives and establishes a file for transcripts, letters of reference, and similar documents pertinent to each job applicant
11. Conducts a pre-employment interview with each successful applicant, supplying him with copies of staff handbooks, relevant salary schedules, insurance forms, and the like, and files a Memorandum of Employment for each successful applicant in the file
12. Maintains a file of completed application forms from candidates who were not selected but for whom a future opening is likely/to appear within the district, and informs others inquiring about employment opportunities for whom openings do not exist at the time of inquiry
13. Maintains ongoing communication with schools of education and similar institutions likely to prove helpful as sources of personnel
14. Organizes and trains substitute teachers and makes them available to schools as needed
15. Confers with principals to determine needs for staffing for each year and to determine needs for teachers of various classifications
16. Cooperates with college and university schools of education and with career guidance offices regarding applicants
17. Plans, develops, and revises personnel management policies in accordance with state legislation for submission to the Board for adoption, and maintains personnel policy handbooks
18. Provides guidance to district administrative and supervisory personnel in matters relating to employee relations; recommends new or revised employee relations policies
19. Administers the district's grievance procedure
20. Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information on the district personnel program, and to requests of district personnel on matters not clearly covered by regulation, policy, or legislation
21. Assumes responsibility for routine duties, including approving certificates for appropriate members of the staff; approving mileage and expense claims for staff; submitting annually to the superintendent a summer vacation schedule of staff members; providing necessary equipment and supplies for the division office; and providing for adequate inventories of property under his/her jurisdiction

MINIMUM QUALIFICATIONS

1. Kentucky certification of administration and supervision to hold the office of Superintendent of Schools
2. Successful completion of the Superintendent's training program and assessment center process
3. At least 10 years successful experience in teaching and school administration