ADD TO WAYNE COMMUNITY SCHOOLS POLICIES

**Policy 2102**

**SUPERINTENDENT – Job Description**

DEPARTMENT: District

IMMEDIATE SUPERVISOR: Board of Education of Wayne Community School District #17 (hereinafter referred as “the Board”)

CERTIFICATION: Nebraska Administrative Certificate with Superintendent Endorsement, Doctoral Degree preferred, Experience as Superintendent or Assistant Superintendent preferred

GENDER: All references to gender by the pronouns “he” or “she” shall include the other gender and does not denote the need or requirement for a specific gender.

SUPERVISES: All District Employees

The Superintendent shall be the Chief Executive Officer (CEO) of the District. He is responsible for the effective operation of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Board with respect to such activities. He shall perform all the duties and accept all of the responsibilities usually required of a Superintendent as prescribed by all federal laws, the laws of the State of Nebraska, the rules and regulations of the Nebraska State Board of Education and Commissioner of Education (collectively referred to as the “Department of Education”) and policies and regulations or duties established by the Board of Education.

1. Primary Activities

The Superintendent shall possess the following powers and be charged with the following duties:

A. To be the chief executive officer (CEO) of the District, with the right to speak on all matters before the Board, but not to vote

B. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.

2. Responsibilities

TASK 1: PERFORMS AS EDUCATION LEADER OF THE SCHOOLS

A. Develop with the Board and administrators short and long range plans to ensure a quality education. These plans will be consistent with population trends, cultural needs, District facilities, curriculum and instruction. The development of these long range plans and goals will be consistent with board objectives. Progress on these plans and goals will be reported to the Board, staff and community as defined in an approved timeline to ensure progress.

B. Attend educational meetings and conferences that the superintendent and the Board of Education mutually deem beneficial to the improvement of the school.

C. See to the development throughout the District of high standards of performance in educational achievement by creating long and short term goals. Supervise curriculum and instruction staff by playing an integral role in development, adoption, implementation, and evaluation of curriculum based on district goals, including standards in curriculum design, exploring and sharing new, creative curriculums, and developing budget reflecting curriculum needs.

D. See that appropriate in-service training is conducted. Summon employees of the District to attend such regular and occasional meetings as necessary to carry out the educational programs of the District.

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICER FOR THE SCHOOL BOARD

A. Keep the Board informed of the condition of the District’s educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to District employees and receive from all school personnel any communications directed to the Board.

B. Prepare the agenda for Board meetings, in consultation with the president of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as needed to insure the making of informed decisions.

C. Submit to the Board a clear and detailed explanation of any proposed procedure that woul involve either departure from established policy and budget or the expenditure of substantial sums as set forth in Board policies.

D. Propose new policies to the Board of Education and conduct an annual evaluation of existing policies as stated in Board policy.

E. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.

F. The superintendent will carry out Board action and directives.

G. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.

H. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.

I. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. When appropriate, the superintendent will report to the full board the action taken, outcome, and proposed resolution to address matters of this nature in the future.

TASK 3: OVERSEES STAFF MANAGEMENT

A. Provide for the optimum use of the staff of the District. See that the District is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of all personnel. Make assignments and transfers with the assistance of the principals, which are deemed necessary to insure the highest efficiency of the staff. These assignments will then be communicated to the Board and staff members.

B. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the District. Report salary changes of all administrators to the Board.

C. Prior to action by the Board, recommend the appointment, discipline or termination of employment of teaching and non-teaching personnel of the District. Report salary changes to the board.

D. See that effective relations with employee organizations are maintained, assume ultimate responsibility for collective bargaining negotiations with employees of the District.

TASK 4: OVERSEES FINANCIAL MANAGEMENT

A. See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered as adopted by the Board of Education acting at all time in accordance with legal requirements and adopted policies of the Board of Education.

B. See that all funds, physical assets, and other property of the District are appropriately safeguarded and administered. Serve as the purchasing agent of the Board of Education and have authority to purchase supplies and equipment under the policies of the Board of Education.

C. Administrator of all federal programs with permission from the Board of Education to make application for federal funds.

TASK 5: OVERSEES FACILITIES MANAGEMENT

A. Prepares long and short-range plans for facilities and sites.

B. Ensures the maintenance of school property.

C. Monitors any construction, renovation, or demolition of school facilities.

D. Maintains and implements policies for the use of school property.

E. Oversees and implements policies for safe school facilities.

TASK 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

A. Be directly responsible for news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with District employees.

B. Maintain an open dialogue with the patrons of the district to promote an informed understanding of the district’s financial well-being, general performance level of students, the unique demographic characteristics of the district, and the school’s philosophy and education goals and objectives.

C. Establish and maintain a liaison role with community groups which are interested or involved in the educational programs of the District.

D. Establish and maintain a liaison roll with other school districts, the Nebraska Department of Education, colleges and universities, and the U.S. Department of Education.

3.Primary Relationships

The superintendent observes and conducts the following relationships

A. Board of Education

1) As chief executive officer, be accountable to the Board of Education, for the

administration of the educational system and for the interpretation and fulfillment of

the aforesaid functions, primary activities and responsibilities.

2) Attend all meetings of the Board except when permission to be absent is given by the

Board. The Board may meet without the Superintendent during times when the

Superintendent’s contract, evaluation, and/or salary are being considered.

3) Represent the District as the chief executive officer in dealings with other school

systems, professional organizations, business firms, agencies of government and the

general public.

4) Report directly to the Board of Education, as a Board, and as required to all appropriate

governmental agencies.

5) Act as reference agent for problems brought to the Board.

6) Work with the Board of Education to develop appropriate programs and policies, upon

either the recommendation of the superintendent or the initiative of the Board of

Education.

B. Administrators

1) Directly oversee the work of all central office personnel.

2) Hold regular meetings with building principals, coordinators/directors and all other

administrators to discuss progress and educational issues and district goals.

3) Direct the operations and activities of administrators, directors and coordinators; see

that they effectively guide and coordinate the operations and activities of the

educational system; secure their assistance in formulating internal objectives, plans

and programs; evaluate their job performance; and stand ready at all times to render

them advice and support.

4) Supervising personnel evaluation by assigning administrators to conduct appraisals,

holding administrators accountable for completion of the appraisal process, and

notifying the Board when the appraisals have been completed.

5) Approve the vacation schedules for administrators; and be personally responsible for

all evaluations of administrators.

6) During brief absences, a designated principal shall act in place of the superintendent.

When the superintendent is absent during the school year, all principals will be in

attendance whenever practical.

C. Others

1) Work with other Board advisors, such as auditors, architects, attorneys, consultants

and contractors.

2) Hold such meetings with teachers and other employees as is necessary for the

discussion of matters concerning the improvements and welfare of the schools.

Represent the District in collective negotiations with recognized or certified employee

organizations.

3) Attend, or delegate a representative to attend, all meetings of municipal agencies or

governmental bodies at which matters pertaining to the public schools appear on the

agenda.

4) Represent the District before the public, and maintain, through cooperative leadership,

both within and without the District, such a program of public relations as may keep

the public informed as to the activities, needs and successes of the District.

5) Receive all complaints, comments, concerns and criticisms regarding the operation of

the District from the public, employees of the District, students and Board members.

6) Represent the District as a non-voting member of the Wayne Public Schools

Foundation.

WAGES/SALARY LEVEL: Established by the Wayne Community Schools Board of Education

TERMS OF EMPLOYMENT: A twelve-month year

EVALUATION: The Board will evaluate the superintendent twice in the first year of employment, then once per year in subsequent years.

Physical Requirements

Never Occasional Frequent Constant

0% 1-32% 33-36% 67+%

1. Standing X

2. Walking X

3. Sitting X

4. Bending/Stooping X

5. Reaching/Pushing/Pulling X

6. Climbing X

7. Driving X

8. Lifting X

10# max

9. Carrying X

20 feet

10. Manual Dexterity Tasks X

Telephone/Computer/Calculator

Other Requirements (Intellectual, Sensory):

-Exemplary oral and written communication skills.

-Ability to work well with others and motivate them.

-Sensitivity in applying theories of sound education to meet District needs.

-Conflict resolution skills.

Work Conditions:

1. Inside X Outside X

2. Climate Environment:

Primary work area is an air-conditioned office.

Visits to schools and other facilities involve extremes of temperature and humidity.

Hazards:

1. Stairs in most buildings.

2. Stress caused from leadership/managing conflict.

3. Loss of family/personal time.

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