

## **Superintendent Job Description**

### **Overview of the Position of Superintendent**

Provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. To lead, guide, and direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation of all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

### **Job Requirements:**

- A. Endorsement as a Superintendent in the State of Nebraska
- B. Nebraska Administrative and Supervisory Certificate
- C. Successful experience in teaching and school administration
- D. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### **Reports to:**

The Superintendent of Schools reports directly to the Board of Education and works in cooperation to develop policies and district goals. The Superintendent is responsible for implementing and adhering to the Board's approved policies and goals. The Superintendent may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken. The Superintendent holds all executive and administrative authority and responsibility for the effective operation of the school district. The Superintendent acts as the district leader with the support of the district's administrators, who make up the district leadership team.

### **Supervises:**

Directly, or indirectly, all school district employees.

### **Performance Responsibilities:**

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

### **Superintendent/Board Relations**

- A. Support and facilitate the work of the Board of Education.
- B. Maintain open and appropriate communication with the Board of Education.
- C. Oversee the management of the district according to Board policy.
- D. Ensure complete compliance with all state/federal laws/regulations and Board policy.
- E. Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion.
- F. Present information and recommendations to assist the Board in performing its duties effectively.
- G. Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Nebraska Open Meetings Act.
- H. Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues.
- I. Assist the Board in annually developing short- and long-range goals for the school district.
- J. Represent the school district to media and other groups as deemed appropriate by the Board of Education.
- K. Perform other tasks as may be assigned by the Board of Education.

### **Policy**

- A. Ensure the policies, procedures, operational protocol, administrative guidelines, and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- B. Utilize a defined process to review and revise policy.
- C. Ensure administrative and Board input is sought when designing new policy.
- D. Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place.

- E. Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken.

### **Leadership**

- A. Motivate, lead, guide and direct administration, staff, students, and community members.
- B. Implement the district mission and vision statement.
- C. Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system.
- D. Provide leadership to the Board of Education for the purpose of implementing the district vision, mission, and goals.
- E. Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement to guide decision-making.
- F. Communicate the educational vision and priorities effectively to staff, students, and community.
- G. Ensure the Board reviews, adopts, and receives updates on the School Improvement Plan.
- H. Collaborate with the Board to establish and sustain long- and short-term operational and achievement goals.

### **School Finance/Management**

- A. Demonstrate the ability to provide effective financial forecasting and long- and short-term financial planning.
- B. Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget.
- C. Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws, and regulations.
- D. Ensure that an annual audit is performed and report findings to the Board of Education.
- E. Provide prior notice and justification for expenditures and/or the need to depart from the Board-adopted budget/policy related to any and all financial matters.

## **Curriculum and Instruction**

- A. Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the Board and administrative leadership team.
- B. Maintain a working knowledge of current research and educational issues.
- C. Conduct continuous reviews and assessments to ensure the educational advancement of the school district.
- D. Ensure a comprehensive system of student assessment district-wide.
- E. Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district.
- F. Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district.
- G. Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs.
- H. Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations.
- I. Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis.

## **Staff Development**

- A. Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators.
- B. Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff.
- C. Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction.
- D. Provide the Board with a staff development plan developed based upon district priorities, needs, and budget.

## **Communication**

- A. Communicate clearly with staff, students, parents, and community both verbally and in written form.
- B. Communicate appropriate district information in a timely manner with all staff.
- C. Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters.
- D. Conduct meetings, as necessary, with administrators, certificated staff, and support staff concerning the improvement and welfare of the school district.

## **Personnel Management**

- A. Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants.
- B. Develop and maintain job descriptions for all staff, subject to Board review and approval.
- C. Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval.
- D. Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups.
- E. Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations.
- F. Establish and implement personnel policies and procedures for non-certificated staff members.
- G. Establish personnel procedures to advance the quality of the school district, through climate surveys, employee focus group discussions on specific aspects of job performance and duties, questionnaires, and/or other means of eliciting staff member feedback.
- H. Ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and performance issues will be addressed if identified.

- I. Ensure district administrators, under the direct supervision of the Superintendent, will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and performance issues will be addressed if identified.

### **District/Community Relations**

- A. Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes.
- B. Communicate with and understand the needs and perspectives of various community groups.
- C. Attend or delegate a district representative to attend meetings of the city council at which matters pertaining to the school district will be raised.
- D. Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community leadership.
- E. Maintain a presence in all buildings throughout the district on a regular and appropriate basis.
- F. Maintain a presence at district activities including, but not limited to, elementary, middle school, and high school fine arts performances, athletic activities, and scheduled parental involvement opportunities.
- G. Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction.

### **Organizational Management**

- A. Utilize a systematic approach to managing continuous improvement throughout the district.

- B. Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or Board policy.
- C. File all reports required by state or federal law/regulations.
- D. Follow the Superintendent job description and contract provisions while administering the Superintendent roles and responsibilities.

**District Facilities Management**

- A. Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities.
- B. Collaborate with the Board of Education to implement short- and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate.
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.