

JOB DESCRIPTION

- TITLE:** Superintendent of Schools
- REPORTS TO:** School Board
- SUPERVISES:** The Superintendent has the responsibility for the direct supervision of all administrative personnel and the maintaining of an effective supervisory program for all district employees.
- JOB GOAL:** The Superintendent of Schools is the chief executive officer of the D.C. Everest Area School District. The Superintendent is appointed by and is directly responsible to the School Board for the discharge of his/her responsibilities. The Superintendent shall act in accordance with the policies, rules, and regulations as established by the School Board and the laws and administrative regulations of the State of Wisconsin.
- The administration of the school system in all of its aspects shall be delegated to the Superintendent of Schools. The Superintendent delegates duties and authority to insure the implementation of the policies in a manner consistent with the best interests of the students, the staff, and the school district.

GENERAL PERFORMANCE CHARACTERICS

- The Superintendent, as the chief executive officer, shall coordinate a management team and all administrative personnel with the guidance of the Board.
- The Superintendent of Schools shall be both professional advisor to the School Board in the formation of policies for the government of the school system and executor of the policies adopted by the School Board. In addition, the Superintendent shall have the responsibility to make rules and regulations to govern routine matters of school district operation.

A district Policy Manual is to be developed and maintained by the Superintendent of Schools. Although responsible for its development, the Superintendent shall utilize the management team for recommendation and development of a comprehensive manual.
- The Superintendent of Schools shall establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and shall be responsible for the proper administration of the schools within this framework.
- The Superintendent of Schools shall be responsible for the planning and use of all school facilities. The Superintendent shall also be responsible for the control and supervision of all school buildings, grounds, and equipment, subject to the policies and regulations adopted by the School Board.
- The Superintendent of Schools shall recommend plans for a long-range maintenance program for renovations of the school property and for new construction, and shall be responsible that all such plans, once approved by the School Board, are properly executed.
- The Superintendent of Schools and/or designee shall determine the boundaries of school attendance areas, subject to the approval of the School Board.
- The Superintendent shall be responsible for the preparation of a school district budget. The budget shall be prepared and administered in compliance with Board policy and state law.
- The Superintendent shall relate to staff members, parent groups, other agencies of the community, other educational agencies, coordinate activities and personnel and programs.
- The maintenance of both internal and external communications are the responsibility of the Superintendent.

The Superintendent shall keep district administrators and the School Board informed on state and federal legislation and regulations relating to employment and personnel practices.
- The Superintendent of Schools may assign to subordinates any of the responsibilities and duties which are entrusted to the superintendent's position by the School Board, but in every instance, the Superintendent shall continue to be responsible and accountable to the School Board for the execution of the responsibilities and duties delegated.

The Superintendent shall perform any and all other duties prescribed by the School Board, the Superintendent of Public Instruction for the State of Wisconsin, or that are self-initiated.

PERFORMANCE FACTORS

Educational Leadership

- The Superintendent helps to establish both short and long-range goals for the District with the School Board, making sure that they are educationally sound, financially feasible, and administratively practicable. The Superintendent fosters new ideas, acting as a catalyst for change and innovative thinking, accepting accountability for the overall effectiveness of the District through leadership, authority, and responsibility.
- The Superintendent shall be, with the assistance of available and necessary additional personnel from within or without the school system, the chief educational consultant of the School Board, especially when it seeks professional advice about possible alternatives and their probable consequences as related to educational policy.
- The Superintendent of Schools or designee shall make sure that there is supervision of all instruction, and the control and management of all pupils. The Superintendent shall be responsible, along with district staff, for the formulation of curricula and the development of courses of study, which shall be subject to the approval of the School Board.
- The Superintendent shall serve as an advocate for students and their educational programs.
- It is recognized that the curriculum of the school district is the most important part of the program. The Superintendent and staff shall make sure that the district maintains the highest level possible for the students.
- The Superintendent shall make certain that an ongoing supervision and evaluation program of the district's curriculum will be maintained.

The Superintendent of Schools or designee shall recommend textbooks, instructional supplies, and school equipment as recommended by principals for the adoption or approval by the School Board.

The Superintendent shall prepare, or have prepared for approval, the content of each course of study approved by the School Board.

The Superintendent and administrative staff shall ensure that a community services program is fostered to provide for the needs of all citizens and make available school facilities to the local citizens.

Staff Relations

- The Superintendent shall make certain that personnel policies of the district are administered fairly and consistently throughout the district and in a positive manner.

The Superintendent shall administer the contracts and board policies for all employee groups by assisting all supervisors, principals and directors with appropriate interpretation of contracts and assistance in the administration of the contracts.

The Superintendent shall determine staff needs with the administrative staff.

- The Superintendent of Schools shall hear suggestions or complaints regarding the operation of the schools. The Superintendent and the administrative staff shall make decisions in matters of controversy between the various school employees, pupils, parents of pupils, or patrons, when the controversies relate to school affairs.
- The Superintendent or designee shall listen to and make judgment regarding any grievance on contract administration.
- The Superintendent and designee shall establish a negotiation team that will meet with the Board to recommend position statements on all matters regarding negotiations.
- The Superintendent shall issue or shall direct the issuing of rules or regulations regarding procedures to be followed in the district on all matters.

The Superintendent shall counsel with administrators and employees to resolve complaints and sensitive personnel problems.

The Superintendent shall develop Board proposals and supporting information for negotiations with the organized employee groups.

The Superintendent shall interpret ambiguous or controversial sections of employment contracts and policies.

- The Superintendent shall ensure that a staff supervision and evaluation program is carried out throughout the district.
- The Superintendent of Schools shall assume complete responsibility for the evaluation of personnel who report directly to the superintendent and review the evaluation of all other personnel of the district.
- It is the responsibility of the Superintendent that positive personnel practices are carried out within the district.
- Communication shall be maintained between the Superintendent and all employees and will keep the Board apprised when necessary.

The Superintendent of Schools or delegated staff member shall be responsible for recruitment, selection, and assignment of the employees needed by the school district and for establishing an appropriate procedure for recommending personnel for employment.

The Superintendent shall be responsible for the development, maintenance, and operation of a constructive program of inservice training and education for all employees of the school system.

- It is the Superintendent's responsibility to make certain that fair and equal treatment of all employees and students is maintained throughout the district.
- The Superintendent shall ensure that policies and procedures are established for students' rights, responsibilities, and discipline.
- Employee discipline shall be administered fairly and consistently in accordance with all policies, contracts and laws.

Board Relations

- The Superintendent of Schools and/or designated staff shall represent the School Board in negotiations.
- The Superintendent shall assume full responsibility for making all recommendations to the School Board on all phases of school operation. The Superintendent shall solicit input from the staff.
- The Superintendent shall keep the School Board informed of the school district's progress toward achieving its goals and objectives.
- Budget information shall be prepared for presentation at the annual meeting. The Superintendent and district staff shall make the explanation and presentation of the budget document to the citizens.

The Superintendent shall prepare for the board the recommendations for all certified contract renewals yearly.

- The Superintendent shall make recommendations to the Board regarding the employment and promotion of all personnel.
- The Superintendent of Schools shall keep the School Board apprised of the success of policies adopted, the general condition of the school system, and problems requiring School Board consideration. In addition, the Superintendent of Schools shall make other reports as the School Board may request.
- The Superintendent of Schools shall notify all members of the School Board of all regular and special meetings, and attend all meetings of the School Board as directed.

The Superintendent shall also advise the Board President of all anticipated absences exceeding three (3) days. In addition, the Superintendent shall inform the Board when planning to attend any national or major conferences.

School-Community Relations

- The Superintendent shall ensure that the District maintains positive school-community relations. This will be a cooperative effort between the Board, administrators, teachers, and support staff.

The Superintendent and the staff shall keep the parents and the community apprised of the status of the schools and their programs.

Professionalism

- Attend national, state and other professional development as necessary to keep informed of recent educational programs and practices.
- Keep integrity at the forefront of decision making and actions.
- Be open minded, considering alternatives to solutions to promote a culture of continuous improvement.
- Listen and be receptive to the opinions and views of board members, staff, students, parents and community members.
- Provide leadership in developing and maintaining a quality education program for all students.

QUALIFICATIONS:

Legal requirements for certification established by Wisconsin Statutes and the Department of Public Instruction.

At least eight years experience in education, with a minimum of three years in an administrative position.

Advanced degree required; doctorate preferred.

The Superintendent shall reside in the D.C. Everest Area School District.

TERMS OF EMPLOYMENT:

July 1 to June 30, for up to two years.

Salary determined annually on merit based upon evaluation of performance.

Entitled to all insurance and other fringe benefits provided by the administrative contract.

The Superintendent shall be entitled to sick leave as is outlined in contract.

Arrangement for long-term illness or extension of any sick leave, if necessary, may be made by the School Board on an individual basis.

Reimbursement for actual and necessary expenses legitimately incurred in the performance of duties.

- REPRESENTS ESSENTIAL FUNCTIONS