



Job Title: Superintendent of Schools

Job Family: Certified

Pay Program: Certified

Job Code:

Typical Work Year: 12 months

**SUMMARY:** The Superintendent is the Chief Executive Officer of the Board of Education and as such has the responsibility for carrying out all policies established by the Board. He/she is responsible for providing professional leadership for the educational program of the schools and for the development of a system of regularly reporting to the Board all aspects of the program.

**ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Essential Duties & Performance Responsibilities	Frequency	% of time
1. Provide leadership and direction for the District;	Daily	100%
2. Organize for instruction in the District;	Daily	100%
3. Provide for performance evaluation strategies for all personnel;	Daily	100%
4. Provide for effective recruitment, selection, and assignment of personnel;	Daily	100%
5. Promote and encourage staff development;	Daily	100%
6. Communicate standards of expected performance to employees;	Daily	100%
7. Provide for effective day to day operation of the district;	Daily	100%
8. Promote and maintain a positive school climate;	Daily	100%
9. Develop and administer the district budget using sound fiscal practices;	Daily	100%
10. Ensure compliance with statutes, rules and regulations;	Daily	100%
11. Develop and recommend district policies and procedures;	Daily	100%
12. Work cooperatively with legislators and other organizations in the passage of statutes and rules that will improve education in Iowa; and	Daily	100%
13. Provides leadership in areas of facility maintenance, construction, renovation and replacement.	Daily	100%
14. Provide for the preparation and maintenance of job descriptions, for all administrative personnel.	Daily	100%

#### JOB GOALS

- Provides leadership in developing and maintaining the best possible educational programs and services.

- Oversees and administers use of all district facilities, property, and funds with maximum of efficiency, minimum of waste, and ever-present, overriding concern for impact on each student's education.

#### PROFESSIONAL RESPONSIBILITIES

- Sets and works toward annual goals;
- Participates in professional growth activities;
- Serves as local spokesperson for public education; and
- Prepare annual report to patrons

#### EVALUATION

- Performance of this job will be evaluated annually in accordance with provisions of Board policy, including progress on annual job targets as set by the superintendent and board

#### OTHER REQUIREMENTS

- Strong oral and written communications skills
- Skills in leadership, organization, problem solving, and conflict resolution
- Human relation skills; ability to deal with a diversity of people
- Ability to work under stress
- Be personally motivated

#### EDUCATION AND RELATED WORK EXPERIENCE:

- Four years experience in teaching and Four years experience in school administration totaling at least eight years.
- An earned Master's Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master's Degree.
- A valid license issued by the State Board of Education with a Superintendent /AEA Administrator endorsement.
- Such alternative to the above qualifications as the board may find appropriate and acceptable.

#### LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire
- Mandatory Reporter
- CPR and First Aid certifications are preferred

#### MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with typical office equipment, such as telephones, computers, copier, fax machine, E-mail, etc.
- Use of Instructional Technology

#### REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Board of Education	
Supervises:	Directly or indirectly, every district employee	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		

Walk			X	
Sit			X	
Use hands to finger, handle or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>Weight &amp; Force Demands:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>Mental Activities:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

<b>Work Environment:</b>	<b>Amount of time</b>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals				
Outdoor weather conditions	X			

Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required
No special vision requirements	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	X
Quiet	X
Moderate	X
Loud	X
Very Loud	X