

CBA - SUPERINTENDENT JOB DESCRIPTION

Qualifications

1. The superintendent of schools shall have earned at least a Master's degree from an approved institution with a major in educational administration. At least one year of graduate work beyond the Master's degree with emphasis on educational administration is preferred.
2. At least five years of experience in teaching and/or administration of schools.
 1. Established as an educational leader in the profession.

Appointment

The Board of Education shall appoint the superintendent of schools for a term of not more than three years. If at any time, in the opinion of the majority of the board, services are unsatisfactory, notification in writing and an opportunity to correct the conditions will be given. If the conditions are not corrected, the superintendent will be given notice in writing at least three months before the expiration of his contract that his services will not be retained. His annual period of service shall be twelve months with one month paid vacation.

Duties

1. The superintendent of schools shall serve as the executive officer of the Board of Education and shall be charged with the responsibility for implementing the policies of the Board. He/she shall prepare the agenda for each meeting, attend all meetings, except during the time when his contract is under consideration, and participate in all deliberations of the Board.
2. Administer the schools in conformity with the adopted policies of the Board, rules and regulations of the State Department of Education, and in accordance with the state law.
3. Develop administrative principles and procedures for implementing Board policies.
4. With the staff, shall provide a continuous appraisal of all policies originating with the Board of Education.
5. Recommend employees for appointment, demotion, or dismissal in accordance with the policies of the Board.
6. Assign all instructional personnel.
7. Be responsible for the conduct of the instructional program and shall provide courses of study, textbooks, supplies, and supervision for the instructional program.
8. With the assistance of the business manager, prepare an annual budget which will be presented to the Board as stated in South Dakota law, with final approval at the August board meeting.
9. Prepare agenda for all Board meetings in accordance with procedures adopted by the Board.

10. Prepare and distribute reports showing the educational, financial, and physical conditions of the district, with recommendation for improvement.
11. Present to the Board of Education all matters which require their attention and recommend appropriate action.
12. Participate in the determination of staffing needs.
13. Direct and coordinate the program of recruitment of qualified applicants for certificated and non-certificated employment in the district.
 - a. Maintain records and files on teacher applicants
 - b. Establish and maintain proper communication with teacher placement offices and agencies
 - c. Make recruitment trips and prepare recruitment brochures and circulars of information for distribution to applicants for certificated employment
 - d. Promote the involvement of the appropriate principal and/or department head in the interviewing and selection of applicants for certificated and non-certificated positions.
14. Represent the district in relationships with other units of government.
15. Assist in planning and carrying out in-service training programs for certificated and non-certificated members of the instructional staff.
16. Plan and supervise a program of experimentation, research and innovation for the purpose of improving instruction, motivating pupils, and enhancing educational opportunity.
17. Make available the resources and assistance of his office to the school principals and other school personnel as they apply to curriculum development and improvement of the instructional program.
18. Assist the principal in developing curriculum guides, handbooks, and informational bulletins related to the instructional programs.
19. Assist the principal in promoting and maintaining interdepartmental articulation.
20. Develop an ongoing program of teacher visitation and exchange for the purposes of observation and development of teaching techniques, curriculum, mutual respect, and understanding.
21. Plan, organize, supervise, and evaluate a program to interpret the instructional program to the community.
 - a. Assign to personnel the specific and general responsibilities necessary to implement this program
 - b. Develop guidelines and procedures to insure a continuing and comprehensive program.
 - c. Plan and supervise the necessary public relations to effectively communicate the school's instructional program
 - d. Promote the use of community resources in the instructional program
 - e. Seek opportunities to enhance the school's image by arranging for students to demonstrate their achievements in the community
 - f. Promote opportunities for students to experience the giving of service to their school and community
22. Directly responsible for the administration and operation of federally supported programs

- a. Prepare and submit applications for federal funds
 - b. Responsible for all fiscal operations of federally funded projects
 - c. Directly responsible, in cooperation with the school principal and his staff, for the coordination and implementation of federally funded projects into the school curriculum
 - d. Plan orientation and in-service training activities for all personnel involved in federally supported programs
 - e. Interpret federally supported programs for the Board of Education and the community
 - f. Coordinate the staff in evaluating federally supported programs
 - g. Provide supervision of all personnel assigned to provide instructional and related services for a federally supported program
 - h. Assist in the formal evaluation of personnel assigned to provide instructional and related services for a federally supported program
 - i. Coordinate the formation and operation of citizens' advisory committees for federally supported programs
23. Make and coordinate co-curricular assignments of district teachers.
 24. Be responsible for use of buildings by outside groups.
 25. To require a physicians statement that students and/or employees are free from contagious or communicable disease if this becomes necessary.
 26. To be responsible for the recruitment, assignment, training, transfer and dismissal of all non-instructional personnel. Carrying out this responsibility requires working closely with, supervising and evaluating the work of those employees having administrative assignments in transportation, food service, buildings and grounds, and custodial areas.
 27. To assume responsibility for obtaining adequate telephone service, fire protection, and other services necessary for the operation and maintenance of all school buildings.
 28. To be responsible, with head custodian for the preparation of plans for maintenance and rehabilitation of buildings and grounds.
 29. To submit to the members of the Board a tentative agenda of their monthly meeting at least three days prior to the meeting.

Adopted: July 13, 2009