

SUPERINTENDENT OF SCHOOLS

JOB DESCRIPTION

QUALIFICATIONS:

1. Licensure as a Superintendent in the State of Minnesota.
2. Expertise in school finance and school business management.
3. Such additional skills as the Board may deem as appropriate.

REPORTS TO:

School Board

SUPERVISES:

Directly or indirectly every district employee.

JOB GOALS:

To provide educational leadership and administrative direction to the district in support of the policy decisions of the School Board. To represent the district's educational program within the community and to serve as a communication link with citizens, parents, staff, and Board.

To provide operational leadership in such a way as to enhance the morale of school district personnel and promote the overall effectiveness of the school system.

To work with curriculum and programs in order to maximize the educational opportunities and benefits available to each individual student.

Responsible for the efficient and economical management of business affairs of the school systems. The major portion of this responsibility lies in the area of financial accounts, planning, records and audits, budget preparation, contracting for services, payments and payrolls, negotiations and purchasing. The Superintendent must work closely with all members of the administration and school staff to ensure smooth and effective operation of the total educational program.

Responsible for the effective management of the support service departments of transportation, buildings and grounds, and food service. The Superintendent will work closely with building principals and the board to facilitate this task effectively.

PERFORMANCE RESPONSIBILITIES:

School Board Operations:

1. Serve as an ex-officio member of the School Board.

2. Advise the Board on policy development and all matters pertaining to the operation and welfare of the schools.
3. Interpret and enforce the policy directives of the School Board.
4. Assist the Board Chairperson in the development of Board agendas and other public meetings of the Board.
5. Represent the Board on designated community boards and with the general public.
6. Keep the Board informed about the programs, practices, and problems of the schools.
7. Assist the Board in the conducting of Board elections, new member orientation, and Board member training.

District Management:

1. To serve as chief operating officer of the school district with direct responsibility for the management, organization, and supervision of all district operations.
2. Develop administrative regulations and delegate authority where appropriate.
3. To develop long range plans for the district and implement these plans when approved by the Board.
4. Supervise district personnel including the definition of work relationships and assignment of areas of responsibility.
5. Ensure the effective carrying out of all constitutional or statutory laws, regulations, and Board policies.
6. Ensure that all required reports are submitted.
7. Maintain adequate records for the schools including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as a custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
8. Act on own discretion if action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practical, and recommend policy in order to provide governance in the future.
9. Superintendent shall annually evaluate any direct reports (principals, administrative assistants, etc.).

Educational Programs:

1. Provide for the organization, planning, evaluation and reporting needed to implement the curriculum and instructional program authorized by the School Board.

2. Recommend specific changes and long range plans for instructional improvement.
3. Enlist the involvement of principals, supervisors, instructional personnel, and non-certified staff in the development of curriculum, special programs, and the selection of textbooks.
4. Recommend to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
5. Keep informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means.

Finance:

1. Supervise the preparation and presentation of the annual budget and recommend it to the Board for approval.
2. Establish and maintain efficient procedures and effective controls for the management of all school funds in accordance with state law and Board policy.
3. Provide long range fiscal plans and strategies.
4. Submit to the Board a clear and detailed explanation of any proposed budget changes.
5. Periodically update the Board on the financial condition of the district including investments and bonds.
6. Recommend budget adjustments and reductions in response to changes in the district's financial status.
7. Facilitate a yearly independent audit of all funds.
8. Shall establish and supervise a program of accounting and reporting for the financial affairs of the districts. This includes, but is not limited:
 - a. Preparing financial reports as required by the state and federal agencies.
 - b. Preparing monthly for the Board, a list of the claims showing check number, vendor, classification, and amount.
 - c. Maintain a complete set of records for the Board Treasurer (i.e. financial reports, records) and Clerk (i.e. record of minutes, agreements), subject to the direction and inspection of each.
 - d. Establish and supervise a system for the storage of records of the District (i.e. financial records, insurance policies, building bonds).
 - e. Being responsible for the investment of school district funds to insure maximum return.
 - f. Prepare the payroll for the District.

- g. Reconcile all bank accounts maintained by the Board.
- 9. Shall be responsible for the financial aspects of the Federal programs and for managing clearing accounts for any and all programs which the District hosts.
- 10. Shall assist in the development of procedures and serve as a consultant to principals in the preparation of building and program budgets.
- 11. Shall develop budget proposals for the transportation and food services of the district.
- 12. Shall establish and monitor a budget control system for the District.
- 13. Shall collect the data necessary to complete the annual transportation reports.
- 14. Shall keep accounts and records for food service whereby monthly and yearly reports are compiled and submitted.
- 15. Shall conduct statistical and research projects within the school district which will provide management information and evaluation capabilities to aid in short and long-range financial planning and decision making.
- 16. Shall, in conjunction with the building principals, maintain effective and efficient use of school plants and equipment.
- 17. Shall, in conjunction with the building principals, develop *an* ongoing plan for maintenance.
- 18. Shall, in cooperation with the building principals, develop long-range capital improvement plans.
- 19. Shall maintain updated inventories of equipment.

Purchasing:

- 1. Shall purchase supplies and equipment in the best interest of the District, making sure that all District, State, and Federal policies are closely adhered to.
- 2. Shall develop and administer a program for purchasing supplies and equipment. This would include, but not be limited to:
 - a. Investigating quantity and quality of commodities purchased.
 - b. Studying price trends, market conditions and keeping informed of sources of supply and new product developments.
 - c. Purchasing by competitive bidding, quotations and negotiations, items necessary for the operation of the Districts.
 - d. Preparing all bidding documents, including notice to bidders, instruction to bidders, specifications and proposal forms.
 - e. Monitoring all purchase requisitions to determine correctness of information, price extensions, coding information, etc.

3. Shall prepare and keep a current inventory of all school property, supplies and equipment, owned by the District. Storage and/or disposal of supplies and equipment, of which the useful life has been spent.
4. Shall develop and supervise a system of centralized warehousing of supplies for the District.

Central Office Services:

1. Shall determine office equipment needs for the central administration office.
2. Shall analyze office procedures in order to assure maximum efficiency.
3. Shall develop and standardize forms for Administration use.
4. Shall implement and supervise a communication service (i.e., telephone service, mail distribution).

Insurance:

1. Shall manage the property and liability insurance programs in the district.
2. Shall act as remitting agent for hospital and medical-surgical plans, group insurance plans, retirement plans, social security, withholding tax and any other payroll deduction plans approved by the Board.
3. Shall file all workmen's compensation claims and those claims on insurable losses with the insurance company and keep all associated records.

Communications/Public Relations:

1. Represent the school before the public and maintain, through cooperative leadership both within and without the school, such a program of publicity and public relations as may keep the public informed as to the activities, needs, and successes of the school.
2. Establish and maintain a program of public information to facilitate a wholesome and cooperative working relationship between the schools and community groups.
3. Attend, or delegate a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda.
4. Represent the school district in its dealings with other school systems.
5. Confer periodically with professional and lay groups concerning the school program and transmit to the Board suggestions gained from such conferences.
6. Serve as the Board's liaison with area legislators, the Minnesota Department of Education, and the Minnesota School Boards Association.

Personnel Management:

1. Supervise and direct the work activities of employees of the school district.

2. Communicate Board policy decisions and actions to all staff and relay staff input to the Board.
3. Manage the district's labor contracts and personnel policies.
4. Recommend staff for employment, non-renewal and termination.
5. Assist the Board in negotiating all labor contracts and in managing labor relations.
6. Maintain communication with all the bargaining units and the staff.
7. Monitor the district's employee appraisal system.
8. Inform the Board of any personnel problems where appropriate.
9. Recommend staffing patterns and employee transfers to the Board.
10. Approve travel, lane changes, and other related personnel activities.
11. Maintain an "open door" for all staff with specific concerns. Provide for employee confidentiality.
12. Provide personnel reports as required by state agencies.
13. Develop and maintain an ongoing staff development program.
14. Shall develop and maintain a system for personnel records for all present and past school employees, in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfer, tenure, retirement, leave, promotion, etc.
15. Shall supervise the preparation and maintenance of statistical information on all personnel, and submit the necessary statistical reports to the Board, Minnesota Department of Education, and Federal government.

Support Services:

1. Supervise the activities of the support service departments of transportation, buildings and grounds, and food service.
2. Maintain appropriate procedures to safeguard the property, buildings, vehicles, and equipment of the school district.
3. Develop long range plans for facilities.
4. Oversee the development of capital improvement projects.
5. Establish appropriate hours of work and operations.
6. Close school, cancel school activities or staff meetings according to his/her best judgment due to weather, road, or health/safety conditions.

Census:

1. Shall be responsible for the compilation of the annual school census. This would include hiring, training, assigning, and directing a census staff.
2. Shall analyze census data in order to project future trends and make recommendations concerning future needs of the district.

Other:

1. Other duties as assigned by the School Board.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasional ly	34-66% Frequently	66-100% Continuous ly
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)	X			
Reach with hands and arms	X			
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Talk or hear			X	
Taste or Smell	X			
Physical (lift and carry): up to 10 pounds		X		
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can best be summarized as follows:
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.