

SUPERINTENDENT JOB DESCRIPTION

- TITLE:** Superintendent
- JOB GOAL:** To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students. To supervise, direct and coordinate administrative activities within the District.
- QUALIFICATIONS:**
1. Three years experience in teaching and three years experience in school administration, totaling at least six years.
 2. An earned Master's Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master's Degree.
 3. A valid teaching certificate issued by the State Board of Education with an Educational Specialist Degree in Educational Administration.
 4. Knowledge of state and federal guidelines pertaining to the SD k-12 system.
 5. Ability to maintain confidentiality and to work well with subordinates, public entities and educational professionals.
 6. Such alternatives to the above qualifications as the board may find appropriate and acceptable.
- REPORTS TO:** School Board
- SUPERVISES:** Directly or indirectly, every district employee.
- CLASSIFICATION:** Exempt

PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES

1. Shared Vision

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
 - B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
 - C. Create and implement plans to achieve goals;
 - D. Promote continuous and sustainable improvement;
 - E. Monitor and evaluate progress and revise plans.
 - F. Represent the District in communications with other school systems, social institutions, businesses, government agencies, and the public.
 - G. Maintain effective, timely communication with the Board and support recommendations with appropriate data and resources.
 - H. Attend all meetings of the Board except those meetings concerned with his/her contract status and the Board deliberation portion of formal due process hearings. Actively participate in Board discussion. Prepare necessary reports and information for each regular meeting. Confer with the Board President to prepare each meeting agenda.
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2. Culture of Learning

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Use data to determine needs and oversee provision of quality professional development to meet district needs;
- D. Use data to monitor the assessment and accountability systems to assure student progress;
- E. Develop the instructional and leadership capacity of staff;
- F. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- G. Monitor and evaluate the impact of the instructional program.

3. Leadership/Management

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage and direct a fiscally responsible district budget in accordance with law, facility needs and staffing requirements;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.

4. Family and Community

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;
- D. Build and sustain productive relationships with community partners.

5. Ethics

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
 - B. Establish practices to promote personal, physical and emotional health;
 - C. Demonstrate respect for diversity in students, staff and programs;
 - D. Safeguard the values of democracy and equity;
 - E. Consider and evaluate the potential moral and legal consequences of decision-making;
 - F. Promote social justice and ensure that individual student needs guide all aspects of schooling.
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**Spearfish School District 40-2
2000 Administration**

Board Policy

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6. Societal Context

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;
- D. Understand and support the district school improvement plan and accurately report progress on goals.

7. Essential Functions

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data and draw valid conclusions to support recommendations;
- B. Must hold a valid driver's license;
- C. The position regularly requires evening and weekend work;
- D. The position deals with noise levels typical of a school office or building setting;
- E. The position regularly requires the ability to handle stressful situations and resolve conflict or complaints effectively.

8. Other Duties

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and *South Dakota Codified Law*.

TERMS OF EMPLOYMENT:

Twelve months a year. Salary and benefits to be set by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: _____

Date: _____

Adopted	<u>June 16, 1975</u>
Reviewed	<u>February 9, 1987</u>
Revised	<u>December 14, 1998</u>
Reviewed	<u>April 10, 2006</u>
Revised	<u>February 14, 2011</u>
Revised	<u>April 11, 2016</u>
