4/28/25

**Title:** Superintendent

Supervisor/Evaluator: Board of Education

Terms of Employment: Superintendent shall receive 15 calendar days of vacation annually exclusive of weekends and legal school holidays observed by the District and 14 days of sick leave annually. Vacation days shall be taken within the year school in which it is credited and shall not be cumulative. Superintendent shall communicate his intention to take vacation leave to the Board President. Earned sick leave shall be cumulative to a maximum of 360 days. In addition, Superintendent shall receive 3 personal days and 3 bereavement days per year which shall not be cumulative from year to year. Personal leave not used during a school year will be added to the accumulated sick leave.

Job Tasks/Responsibilities:

I. Board of Education/Superintendent Partnership

1. Keeps the Board informed of the issues, needs, and operations of the District
2. Advises Board on policy and administers the District within current policies
3. Representative of and responsible to the Board’s directives, decisions, and guidance
4. Works cooperatively with and for the Board to provide informed recommendations, facilitate goal setting and strategic planning, and problem solve
5. Prepares thoroughly for Board meetings in a timely manner

II. Leadership

1. Maintains and demonstrates high standards of ethics, honesty, and integrity and has the respect, trust, and support of the District and the Community
2. Promotes and maintains a collaborative, team-orientated environment
3. Delegates authority and responsibility appropriately
4. Provides oversight, supervision, guidance, and evaluation in the areas of curriculum, instruction, assessment, and human resources
5. Is knowledgeable and up-to-date about a wide-range of matters impacting education including programs, operations, current practices and trends, and world developments
6. Ensures the District has proper policies, disciplinary procedures, programs, staffing, and supervision that is conducive to safe and appropriate student behavior
7. Effective in both the day-to-day operations and long-term planning of the District via appropriate decision making skills and problem solving techniques

III. Finance and Facilities

1. Provides long-term, forward-thinking financial and facility oversight
2. Ensures accurate, appropriate, and timely budgeting practices, fiscal procedures and reporting, compliance with state and federal requirements, and protection of District loss
3. Provides accurate and timely financial recommendations to the Board regarding salary and benefits for Staff
4. Ensures the safety, cleanliness, and functionality of the facilities in the District
5. Effectively oversees and monitors short-term and long-term facility improvement projects and initiatives

IV. Communication and Engagement

1. Functions, engages, and communicates effectively within the District and Community
2. Actively seeks and maintains a two-way, inclusive system of communication with the District and Community
3. Works with everyone in a responsive, courteous, prompt, and fair manner
4. Is approachable and respectful of divergent viewpoints
5. Listens to understand and accepts criticism
6. Speaks and writes well, and models appropriate behavior
7. Keeps the Community well informed of the policies, practices, accomplishments, and programs of the District

V. Other

1. All other duties as assigned by Board of Education considered as “other”