

MSD Of New Durham Township
Superintendent of Schools

PRIMARY DUTIES:

- Directs and manages the school district. Oversees all aspects of the district's operational policies, objectives, initiatives. Responsible for the attainment of short-and long-term financial and operational goals for the school system. Oversee education standards and student achievement.

QUALIFICATIONS:

- Five (5) years-experience in administration or supervision
- Hold a valid Superintendent's License, Ed. S. or Doctorate in Education

RESPONSIBILITIES:

- Inform and report to the Board
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as needed to ensure the making of informed decisions
- Supervise administrators, directors, managers, and all personnel
- Oversee the implementation and enforcement of all state and federal statutes and programs relating to schools
- Manage the budget
- Formulates school objectives, policies, plans, and advises the Board on recommendations for the educational advancement of the schools
- Recommends to the Board for its adoption of all courses of study, curriculum guides, and major changes in curriculum resources and time schedules to be used in schools
- Communicates directly or through delegation all action of the Board relating to personnel matters to all employees and receives from employee's communication to be made to the Board
- Employs such personnel as may be necessary, within the limits of budgetary provisions
- Assigns and defines the duties of all personnel
- Holds such meeting of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
- Supervises methods of teaching, supervision, and administration within the schools
- Recommends to the Board any final action of promotion, salary change, demotion, or dismissal of any employee
- Directs the preparation of the annual budget with the District Treasurers for adoption by the Board and administers the budget as enacted by the Board, acting in accordance with legal requirement and adopted Board policies
- Acts as purchasing agent for the Board and establishes procedures for the purchase of materials and supplies
- Provides instruction and regulations to govern the use and care of school properties

- Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrants such action
- Represents the district in its dealings with other school corporations, institutions, agencies, and community organizations
- Keeps informed of educational endeavors by visiting school systems, attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education
- Represents the Board as liaison between the school corporation and the community
- Performs such other tasks as assigned by the Board

TERMS OF EMPLOYMENT:

Three (3) year initial contract with additional terms to be determined by the Board and salary to be negotiated with the Board

EVALUATION:

Performance of this job will be evaluated in accordance with provision by the Indiana Department of Education