



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Superintendent

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in administration
2. Five years successful experience as an educational administrator; both central office experience and building-level experience preferred
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

All facets of the school district

REPORTS TO

Philadelphia Public School District Board of Trustees

JOB GOAL

The Superintendent develops and implements educational policies, practices, and procedures throughout the district as required by the Board of Trustees and the State Department of Education. The policies, practices, and procedures are designed to effectively educate all students enrolled in district schools.

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

The duties of school superintendents are prescribed by law in the Mississippi Code of 1972, Annotated as amended, Section 37-9-14. These duties are elaborated from the text of the statute in Board Policy CEB. The superintendent is bound to perform and fulfill these specific statutory duties. These duties, in general, are comprehended under one or more of the following generic administrative and leadership performance responsibilities of the superintendent:

1. Account for leadership for all employees in the school district
2. Attend all board meetings as executive officer
3. Plan and coordinate or account for the planning and coordination of programs, services, and other essential operations
4. Account for the updating, revising, and implementation of policies of the Board of Trustees
5. Evaluate assistant superintendents, principals, and other district staff
6. Plan or account for the planning of a budget
7. Account for the preparation of reports, particularly fiscal and personnel reports, as required by the law
8. Assume responsibility for purchases, expenditures, and investments
9. Account for appropriate financial audits
10. Provide communication systems among and between staff
11. Recommend principals, supervisors, teachers, and classified personnel for employment
12. Participate in personnel or student legal hearings as executive officer
13. Account for curriculum leadership and support throughout the district
14. Account for non-curricular support services throughout the district
15. Interpret school board policies and state and federal laws for practical implementation within the district
16. Assure district compliance with accreditation standards, both state and regional
17. Monitor programs and operations with on-site visits and other contact interaction

18. Participate in local, state, and national meetings in the field of business relative to areas of responsibility
19. Serve as spokesperson to the public and to funding bodies
20. Continue professional growth and development through staff development, professional meetings, study of professional literature, and/or additional graduate courses
21. Perform other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary to be established by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions state law and Board Policy.