

TITLE: SUPERINTENDENT OF SCHOOLS

Definition: The Superintendent of Schools supervises, directly or indirectly, all employees and programs of the district.

QUALIFICATIONS:

1. The superintendent of schools shall hold a Colorado administrative license and/or certificate, Type D, with an endorsement for school superintendent.
2. The superintendent of schools shall have had at least three years of experience in teaching and in the administration of schools.
3. The superintendent of schools shall have established him/herself as an educational leader in the profession.

REPORTS TO: The Board of Education

JOB GOALS:

1. To serve as an executive officer of the school district.
2. To administer or provide for the overall administration of the policies of the Board of Education.
3. To provide leadership in developing and monitoring the best possible educational programs and services designed to meet the needs of the community within the resources available.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

The superintendent of schools shall be ultimately responsible for all aspects of the educational program including instruction, fiscal and business services, student and staff personnel, operation and maintenance of facilities and equipment and community relations. The superintendent of schools shall be held individually and directly responsible to the Board of Education for the execution of all its policies and its legislation and for such other duties assigned to him/her by the Board of Education.

1. Operations – The superintendent shall:
 - a. Keep the Board of Education informed on school matters.
 - b. Attend all meetings of the Board of Education except when his/her own salary or reappointment is being considered.
 - c. With staff assistance, develop coordinated and long-range plans for the district in the areas of instruction, finance, student and staff personnel, operation of buildings and equipment and facility needs. Periodic reports shall be submitted to the Board for consideration and evaluation relative to future planning to be considered by the district.

- d. Appoint employee committees that may be required for the establishment and execution of educational policies and practices.
 - e. Direct studies to determine the adequacy of the curriculum.
 - f. Recommend to the Board for approval, courses of student and instructional materials to be used in the schools.
 - g. Be responsible for, with assistance, as needed, the development and implementation of continuous inservice education for all certified and classified personnel.
 - h. Be responsible for the proper classification and promotion of students.
2. Personnel – The superintendent shall:
- a. Nominate all employees recommended for employment, promotion, transfer, and termination of employment or demotion subject to the ratification of the Board. The superintendent may suspend any employee for good cause, subject to later action by the Board. The superintendent shall report immediately to the Board any such suspension.
 - b. In cooperation with staff, develop instruments and procedures for evaluation of administration, instructional, and classified personnel in order to increase the effectiveness of performance and determine status of employment.
 - c. Recommend schedule of salaries for consideration by the Board. Such schedules shall provide for maximum and minimum salaries, increments, and other items pertinent to salary schedules.
 - d. Submit to the Board, no later than April 10 each year, the names of all probationary teachers recommended for reemployment for the ensuing school year. At the same time, he shall submit the names of all probationary teachers not recommended for reemployment.
 - e. Recommend personnel for demotion or discharge. The superintendent shall not recommend that an employee be discharged until s/he is convinced that the effectiveness and/or efficiency of the employee cannot be improved to a satisfactory degree.
3. Finances – The superintendent shall:
- a. Supervise the preparation of the annual budget, recommend it to the Board of Education for approval, and administer the adopted budget.
 - b. Study the facility needs of the district and recommend to the Board plans adequate for meeting such needs. Assist the architect employed by the Board in drafting plans and specifications for construction.
 - c. With assistance of appropriate staff members, administer a maintenance and operations program that will assure that all facilities and equipment are efficiently and effectively operated, properly maintained, and are in a safe condition for students, staff, and community.
 - d. Through designated personnel, administer a food services program that will meet the needs of students and conform to the regulations and policies established by federal, state, and local agencies.
 - e. Be responsible for and have authority to purchase supplies and equipment subject to the ratification of the Board.
4. Relationships – The superintendent shall:
- a. Transmit appropriate and pertinent communications from the Board to employees and from employees to the Board.
 - b. Receive communications from the public concerning school affairs and keep the public informed about the educational program and needs.

- c. Report and interpret policies of the Board to the staff and community and propose new policies for adoption as the need arises.
- d. Attend state, regional, and national conferences as may be necessary for improvement.

TERMS OF EMPLOYMENT

- 1. Twelve-month employee with vacations according to contract.
- 2. Salary and benefits shall be negotiated in contract with the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of the Superintendent of Schools.

ADOPTED: September 7, 1976
REVISED: February 6, 1996
STAFF HANDBOOK: August 2002