

School Administration**Central Administration and Supervisory Personnel****Superintendent of Schools – Job Description**

Title: Superintendent of Schools

Qualifications: As set by State Certification Authorities

Reports To: Board of Education

Job Objectives: To inspire, lead, guide, and direct members of the administrative, instructional and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a high quality education.

Performance Responsibilities:**A. Provides Leadership**

1. Provides leadership in the identification, development, and implementation of district goals.
2. Facilitates and attends school board and committee meetings, serves as a resource person, assists with presentation of information and or recommendations, and is prepared to field and discuss questions consistent with agenda items.
3. Recommends Board Policies and cooperatively develops administrative guidelines as needed.
4. Maintains a high level of integrity, is fair, and acts in an ethical manner.

B. Maintains Personal Professional Growth

1. Maintains personal professional growth through graduate work, professional organizations, seminars, and/or reading related professional literature.
2. Maintains current knowledge with all appropriate school laws pertaining to area of responsibility.
3. Maintains current knowledge of technology and systems related to job responsibilities.

C. Serves as the District’s Chief Executive Officer and as Primary Advisor to the Board of Education

1. Interprets and clarifies the purposes and needs of the school system to Board, staff, students, and public.
2. Coordinates the educational program of the district and provides leadership in its development and improvement.
3. Guides the process of fiscal planning and budgetary development and interpretation.
4. Directs staff negotiations with certified and non-certified personnel.
5. Coordinates the work of administrative staff members, provides counsel and motivation, and fosters a climate and culture of collaboration and excellence.
6. Represents the District in its dealings with other school systems, institutions and agencies, community organizations, and the general public.

7. Directs studies and planning related to school organization, attendance area, and school plant requirements.
8. Oversees the processing and submission of required reports.
9. Exercises leadership in the development and execution of the school-community relations program.
10. Assumes ultimate responsibility for the assignment of students, and the various specialized areas of administration including student services, business management, plant management, transportation, and research.
11. Keeps the Board informed about the status of the school system as well as educational trends and practices.
12. Initiates and guides the development of policies for Board consideration, and develops such administrative rules and procedures as may be necessary to implement Board policies.
13. Serves as chair of the administrative cabinet.
14. Interprets all employee agreements and responds to grievances submitted by employees.
15. Ensures effective processes of District and site level-strategic planning and continuous improvement.
16. Understands and demonstrates competence in the Wisconsin Administrator Standards.
17. Facilitates a vision of learning and a culture of collaboration and excellence.
18. Supports a culture of innovation.

D. Supervises, Hires, and Evaluates Staff

1. Supervises Administrative and Supervisory Personnel of the District.
2. Assumes final responsibility for the selection, assignment, dismissal and evaluation of all personnel.
3. Initiates and oversees a continuous evaluation of the progress and the needs of the schools and keeps the public informed.

E. Additional Responsibilities

1. Performs other duties as may be required by law or assigned by the Board of Education.

Legal Reference: **Section 118.24, Wisconsin Statutes**

Policy Approved: **August 19, 1987**

Policy Revised: **September 24, 1998**
 November 20, 2008
 November 26, 2012