

**TITLE: SUPERINTENDENT OF SCHOOLS**

**QUALIFICATIONS:**

- A minimum of 10 years successful experience in teaching and school administration.
- Master's degree or higher.
- Valid Idaho Administrative credential with Superintendent Endorsement.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**REPORTS TO:** Board of Trustees

**SUPERVISES:** Assistant Superintendent, Student Services Director, Special Education Director, Curriculum Director, Building Principals and Fiscal Manager/Business Manager.

**JOB GOAL:** Provide leadership in developing, achieving, and maintaining the best possible educational programs and services.

**PERFORMANCE RESPONSIBILITIES:**

- Perform the duties of Superintendent of Schools in and for the public schools of the school district as required by the laws and regulations of the United States, the State of Idaho, Idaho State Board of Education, and the rules and regulations established by the school board.
- Attends and participates in all meetings of the board and its committees, except when own employment or salary is under consideration.
- Advises the board on the need for new and/or revised policies and sees that all policies of the board are implemented.
- 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 are needed to insure the making of informed decisions.
- Informs and advises the board about the programs, practices, and problems of the schools, and keeps the board members informed of activities operating under their authority.
- Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
- Reports to the board the case of any certificated employee whose service is unsatisfactory; recommends appropriate action.
- Holds meetings of administrators, teachers and other employees as necessary for the discussion of matters concerning improvement and welfare of the schools.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
- Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in district schools.
- Delegates to employees the exercise of powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
- Keeps informed of modern educational thought and practices by advanced study, visiting school systems elsewhere, attending educational conferences, and by other appropriate means. Keeps the board informed of trends in education.
- Makes recommendations with reference to the location and size of new school sites and of additions to existing buildings; the location and size of new buildings; plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in district buildings and equipment.
- Submits to the board a clear and detailed explanation of any proposed procedure which will involve departure from established policy or the expenditure of substantial sums.
- Assists the appropriate person in maintaining adequate records for schools, including a system of financial accounting; business and property records; personnel, school population, and scholastic records.

- Works closely with the Fiscal Manager/Business Manager to maintain a thorough knowledge of the district budgets.
- Provides suitable instructions and regulations to govern the use and care of school properties for school purposes.
- Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
- Works closely with the Fiscal Manager/Business Manager, Building Principals and Supervisors to keep informed and provide support on matters related to all certified and classified staff.
- Performs such other tasks as may from time to time be assigned by the board.
- Prepares all reports and claims as required.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

**PHYSICAL DEMANDS:** The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** The employment period shall be for twelve (12) months with paid vacation as determined by the board. Salary as determined by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of administrative personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

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Employee Signature

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Date

April 15, 2015