

Auburn-Washburn USD #437 Job Description

Job Title: Superintendent of Schools

Job Code: 2201

Reports To: Board of Education

Summary

Under the direction of the Board of Education and acting as an agent of the Board, the superintendent manages the school district and serves as Chief Executive Officer. The superintendent provides information and input to the Board and maintains a positive relationship with the Board, manages school business, and provides liaison between the staff, community, and District. He/she leads the district efforts to achieve a world-class education for all children.

Essential Duties and Responsibilities

- Sets, communicates, and deploys an organizational vision, mission, core values, and performance expectations
- Communicates progress toward goals to all stakeholders
- Monitors the successful completion of the Strategic Plan
- Exhibits strong interpersonal and communication skills with patrons to strengthen community support
- Supervises all functions of the school district
- Serves as the educational leader of the school system
- Meets with the Board of Education for the purpose of reporting, advising, and recommending in all areas of operation in the school system
- Provides the Board of Education with information that assists in effective decision making and sound policy formation
- Reports and interprets board policies and action to staff and community and implements policies as directed
- Evaluates staff and oversees their performance
- Defines and sets forth the purposes, objectives, and means of administering the school system
- Provides leadership to stimulate and energize personnel of the entire school system
- Determines educational, staff, instructional, and physical plant needs and recommends methods of meeting the requirements
- Authorizes all final employee recommendations (selection, appointment, assignment, transfer, suspension, promotion, or dismissal of personnel in accordance with the statutes of Kansas, State Board of Education regulations and the rules of the local Board of Education) made to the Board of Education
- Establishes and conducts a continuous and comprehensive program of internal and external information and communication for the purpose of gaining widespread understanding and support for public education
- Supervises the development and preparation of the annual budget for the school district
- Represents the school system before professional and community groups
- Assists in the implementation and evaluation of programs
- Interfaces with the Kansas Legislature in all matters relating to the welfare of the school district
- Supports the District's educational mission

- Performs other tasks and assumes other responsibilities as the Board of Education may assign

Supervises

Supervises the Associate Superintendent, Director of Business Services, Director of Support Services, Director of Student Services, Communication Coordinator, and all building principals who supervise approximately eight hundred employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the district's policies and all applicable laws.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates/Licenses/Endorsements/Registrations

Kansas administrative license required
Superintendent or central office endorsement required

Education and/or Experience

Master's degree in Administration, Doctorate preferred
Previous experience as a superintendent preferred

Language Skills

Ability to read, analyze, and interpret general educational reports, professional journals, technical procedures, and regulations. Ability to effectively present information and respond to questions from groups and individuals. Ability to write clearly; keep detailed records; effectively produce reports, letters, and memoranda; and to carry out complex tasks. Ability to communicate clearly and concisely both in oral and written form.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and to deal with a variety of variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Professional Conduct

Employee is required to maintain a high standard of professional and ethical conduct. Breach of said professional conduct includes, but is not limited to: neglect of duty, dishonesty, engagement in acts that are contrary to district policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to interact with staff and to meet demands from several people. The employee is responsible for the work output of others. The employee frequently works extended hours.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Auburn-Washburn Board of Education policies

Terms of Employment

Salary and work year to be established by the Auburn-Washburn Board of Education

Date Approved by the Auburn-Washburn #437 Board of Education: August 1, 2005