

# **Greencastle Community Schools Superintendent Job Description:**

## **Position Purpose**

To inspire, lead, guide and direct every member of the administrative, instructional, and support services teams in achieving the highest standards of excellence for educational programs and services, so that each individual student enrolled in the school district will be provided with a complete, valuable, meaningful, and personally rewarding education.

## **Essential Functions**

- Serves as the Chief Executive Officer of the school district, administering the development and maintenance of a positive educational program designed to foster student achievement and meet the needs of the school community consistent with Board policies and applicable law.
- Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful information needed to enable the Board to make sound decisions.
- Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of providing effective governance for the schools.
- Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
- Establishes and administers the school district's evaluation and performance management programs to ensure that standards of employee performance are maintained, constructive feedback is provided, and corrective action taken when necessary.
- Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
- Responsible for planning of annual budget and budget forecasting.
- Represents the district in its dealings with other school systems, institutions, agencies, and community organizations. Serves on the Board of Area 30 Career Center.
- Establishes and maintains good public relations to keep the public well-informed of the activities and needs of the school district, establishing a cooperative working relationship between the schools and the community.
- Performs other related tasks as assigned by the Board of Education.

## **Knowledge, Skills, and Abilities**

- Thorough knowledge of current trends in research and practices in public education.
- Demonstrated competence in leadership, management, interpersonal relations and communications.
- Ability to maintain and instill high standards of ethics and integrity.
- Ability to organize and coordinate work.
- Ability to prepare oral or written communications for distribution to the Board of Education, employees, students and parents.
- Ability to organize multiple tasks and priorities within time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to anticipate and address problems that may arise in a resourceful and consistent manner.

**Note:** The above description is not meant to be all inclusive of every task or responsibility.

**Certifications/License**

- Valid Indiana Superintendent License, equivalent, or proven ability to qualify for a State License.

**Education**

- Ed S Degree or higher.

**Experience**

- Successful administrative experience, preferably both as a school building and central office administrator.
- Successful teaching experience, preferably in more than one grade level or content area.