

The Warrick County School Corporation has a tradition of excellence in all aspects as a high performing K-12 school district serving Warrick County, Indiana. Detailed information is available on the district's website at: www.warrick.k12.in.us. Warrick County is a great place to live, work, and raise a family and is located in southwestern Indiana (near Evansville).

Warrick County School Corporation Superintendent Job Description:

Position Purpose

To inspire, lead, guide and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence in developing and maintaining the best possible 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 in conformance 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 facts, information and reports needed to enable the Board to make informed 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 legislation 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.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
- Establishes and maintains a program of 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.

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

Knowledge, Skills and Abilities

- Thorough knowledge of current trends in research and practices in public education.
- Demonstrates competence in leadership, management, interpersonal relations and communications.
- Ability to maintain and instill high standards of ethics and integrity.
- Ability to organize and coordinate tasks and responsibilities.
- Ability to prepare oral or written communications for distribution to the Board of Education, employees, students, parents, media and community organizations.
- Ability to organize multiple tasks and resolve conflicting 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.

Certifications/License

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

FAIR LABOR STANDARD ACT CLASSIFICATION: Exempt**Education**

- Doctoral Degree preferred, but not required

Experience

- Minimum of five (5) years' successful administration experience required.
- Successful central office administration experience preferred, but not required.
- Strong leadership skills and communication skills.