

# Community School Corporation of Eastern Hancock County

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## Superintendent

### Requirements

- Reports to Community School Corporation of Eastern Hancock County Board of Trustees
- Must have an Indiana Superintendent's Certificate
- The superintendent supervises, directly or indirectly, all certified and support staff employed by the school corporation.
- It is the superintendent of school's responsibility to provide leadership in developing and maintaining the best possible educational programs and services for the school corporation.

### Terms of Employment

- The superintendent's contract shall be for 260 days a year for a term of three years. Such position shall receive all benefits included in the master teacher contract, plus those additional benefits as determined by the Board.
  - Health insurance, at a cost of one (\$1.00) per year,
  - Life insurance - \$200,000
  - Long-term Disability insurance
  - 12 Sick days per year, accumulate to 260
  - 4 personal business days per year – accumulate to 5 per year
  - Ten(10) bereavement days for loss of child or spouse, five(5) for other immediate family member, two(2) days for death of a person that is not an immediate family member. As defined in the teacher contract.
  - Legal counsel, selected and paid for by the Board, to defend and indemnify and hold the Superintendent harmless for all claims, demands, and judgments arising out of the performance of duties within the Superintendent's scope of employment.

### Evaluation

- The Board shall conduct a formal or informal evaluation of job performance for the position of Superintendent of Schools.

### General Duties/Responsibilities

- Is the responsible executive head of the entire school corporation in charge of both the education and business administration and directing the activities of all employees of the school corporation.
- Recruits and recommends personnel to the Board.
- Assigns all personnel employed by the Board.
- Delegates authority and duties to staff members and supervises those to whom such responsibilities and duties are delegates.
- Administers a planned evaluation of the work of all personnel, including the administrative personnel under the supervision of the superintendent.

- Prepares a carefully planned budget and the expenditure of school funds, in accordance with the provisions of the budget, laws of the State of Indiana and the objectives of the school corporation.
- Supervises and administers the instructional program, including a continuous study of the curriculum in order to establish priorities of students' educational needs and promotes instructional programs to meet them.
- Supervises the care and management of all school buildings, the maintenance of buildings and facilities and make recommendations for additional facilities or alternations of present plants, to provide adequately for enrollment needs.
- Develops rules and regulations to carry out Board policy.
- Recommends new policies to the Board of revision of old policies to govern changing conditions.
- Provides the board with an agenda, recommendations for Board action, and supporting information in advance of Board meetings.
- Attends all meetings of the Board unless excused by same.
- Is available to parent, teacher, and student organizations and community groups interested in education.
- Formulates and executes a public relations program that effectively communicates school needs and programs to the Board, faculty, students, and community.
- Participates in professional activities and encourages employees to engage in self-improvement programs that expose them to new developments in their fields.
- Places general student welfare first in all matters.
- Shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

Community School Corporation of Eastern Hancock County is an Equal Opportunity Employer