

**JOB DESCRIPTION**  
**LAKELAND SCHOOL CORPORATION**

**POSITION:** Superintendent

**REPORTS TO:** Lakeland Board of School Trustees

**CONTRACTED DAYS:** 261 (251 working days plus 10 paid holidays)

**POSITION SUMMARY:**

The Superintendent shall be the chief administrative officer for the Corporation. They are responsible for the effective operation of the District; for the general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the Lakeland Board of School Trustees with respect to such activities. They shall perform all the duties and accept all of the responsibilities required of a Superintendent as prescribed by the Indiana Department of Education, laws and regulations of the United States, statutes of the State of Indiana, and the policies established by the Lakeland Board of School Trustees.

**ESSENTIAL JOB FUNCTIONS:**

1. Keep the Board informed of the condition of the Corporation's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board.
2. Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board 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.
3. Submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums.
4. Develop and recommend to the Board objectives of the educational system; see to the development of internal objectives which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of Corporation facilities, and see to the development of long-range plans which are consistent with Board objectives.
6. See to the development of specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
7. See that sound plans of organization, educational programs and services are developed and maintained for the Board.
8. Be directly responsible for news releases and/or other items of public interest emanating from all Corporation employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with Corporation employees.
9. Provide for the optimum use of the staff of the Corporation. See that the Corporation is staffed with competent people who are delegated authority commensurate with their responsibilities. Define the duties of administrators and department leaders.
10. See that appropriate in-service training is conducted. Instruct employees of the Corporation to attend such regular and occasional meetings as are necessary to carry out the educational programs of the Corporation.
11. Prior to action by the Board, recommend the employment or termination of employees of the Corporation.

12. See to the development throughout the Corporation of high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency.
13. See that effective relations with the Lakeland Education Association are maintained, take responsibility for the collective bargaining agreement negotiations with Lakeland Education Association.
14. Attend Discussion Team Meeting with the Lakeland Education Association as is necessary for the discussion of matters outlined in the Indiana State law as a discussable item.
15. See that the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. Direct the preparation of the annual proposed budget and submit it to the Board for their consideration by the State prescribed deadlines.
16. See that all funds, physical assets, and other property of the Corporation are appropriately safeguarded and administered.
17. Establish and maintain liaison with community groups which are interested or involved in the educational programs of the Corporation.
18. Establish and maintain liaison with other school corporations, the State Education Department, Indiana School Superintendents Association, Indiana School Boards Association, Indiana Association of School Business Officials, and the U.S. Department of Education.
19. Act on own discretion in cases where action is necessary on any matter not covered by Board policy or directive. Report such action to the Board as soon as practicable and recommend policy in order to provide guidance in the future.
20. Directly oversee the work of Director of Business Operations, Director of Human Resources, Director Student Services, all Principals and Assistant Principals, and Department Supervisors.
21. Oversee the administration of PIVOT software, assigning evaluations to the appropriate administrators, coordinate MTSS permissions, and troubleshoot issues.
22. Hold regular meetings with Instructional and Operational Leadership Teams to discuss the Corporation's progress in a variety of areas.
23. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating internal objectives, plans and programs; evaluate their job performance; and stand ready at all times to render them advice and support.
24. Work with other Board employees and advisors, including auditors, architects, attorneys, consultants and contractors.
25. Represent the Corporation before the public, and maintain, through cooperative leadership, both within and without the Corporation, such a program of public relations as may keep the public informed as to the activities, needs and successes of the Corporation.
26. Receive all complaints, comments, concerns and criticisms regarding the operation of the District from the public, employees of the Corporation, students and Board members.
27. Serve as the Corporation Test Coordinator overseeing compliance for all state testing requirements.

### **ESSENTIAL JOB REQUIREMENTS:**

#### ***Knowledge Base in following areas:***

- Indiana Academic Standards and curriculum maps
- Grant writing for Federal Title Funding, High Ability Program, Formative Assessment,
- McKinney-Vento law, Indiana MAC Program
- Indiana RISE Rubric and PIVOT
- Multi-Tiered Systems of Support (MTSS)
- School funding and budget process

- Collective bargaining process (negotiations)
- Indiana Discussion law
- Indiana Preschool Requirements

***Skills/Experience Needed:***

- Strong leadership skills to create a culture of trust, respect, and responsibility
- Personnel management
- Time management and organization
- Working with parents and spectators
- Coaching coaches
- Instructional strategies and methodologies
- Strong written and oral communication skills
- Social media knowledge/professionalism

***Personal Attributes Needed:***

- High moral and ethical standards
- Patience
- Team spirit – administrative team, school staff, greater community
- Willingness to take Lakeland School Corporation to a higher level of excellence
- Enthusiasm
- Energy

**EDUCATION:** An earned doctorate or educational specialist degree preferred

**LICENSURE:** Must have or be eligible to obtain a valid Indiana Superintendent's License

**MINIMUM REQUIREMENTS:** Minimum of three (3) years of classroom teaching experience; a minimum of three (3) years of building-level administration experience; and one (1) year of corporation administration (asst. superintendent, curriculum director, business manager, etc...) experience preferred.

**DISCLAIMER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.