

# Wabash City Schools

## Superintendent

### Job Description

The vision of Wabash City Schools is to build a legacy of opportunity for all students.

WCS accomplishes this vision by providing a relevant and rigorous education, founded upon relationships, to ensure each child is college and career ready for success in a global community.

#### **THE OPPORTUNITY:**

Wabash City Schools is excited to announce an opportunity to serve and lead as Superintendent in overseeing the operations of the district focusing on Building a Legacy for All Students through our pillars of Relationships, Innovation, Academics, Wellness, and Global Citizenship. The Superintendent for Wabash City Schools is responsible for general operations of the LHC Early Learning Center, OJ Neighbours Elementary School, Wabash Middle School, Wabash High School, Ivy Tech, and Central Office.

The Superintendent shall be the chief executive officer for the district. S/he is 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 Board of School Trustees with respect to such activities.

#### **ESSENTIAL SKILLS:**

- Thought Leader for the school community of Wabash City Schools
- Capacity to build upon the culture that represents Wabash City Schools
- Capacity to maximize the vision of Building a Legacy of Opportunity for All Students
- Collaboration with key community leaders in Wabash County, Region, and State of Indiana

#### **KEY FUNCTIONS:**

##### ***A. VISION, CONTINUOUS IMPROVEMENT, AND FOCUS OF DISTRICT WORK***

The Superintendent shall carry out the mission, expect continuous improvement, and develop a focused plan for achieving district goals. S/he will help facilitate the vision and mission for the district as a whole and articulate the vision and mission clearly, creating a description and modeling what the district can become.

#### **Lead Roles:**

1. Chief Executive Officer of the school district.
2. Represent the district before the public, and maintain, through collaborative leadership, both within and without the district, such a program of public relations as may keep the public informed as to the activities, needs and successes of the district.
3. Receive all complaints, comments, concerns and criticisms regarding the operation of the district from the public, employees of the district, students and Board members.

4. Lead the Ambassador program for WCS.
5. Secures and nominates for employment the best qualified and most competent candidates for teachers, supervisory, administrative personnel to the district's professional staff.
6. Collaborate with and lead directors, principals, and building staff to carry out the mission, set priorities, and develop long and short-range plans for the day-to-day operation of the school district.
7. Supervise and evaluate principals and district level administrators as well as provide the lead role in the development of leadership skills such as; safety, vulnerability and purpose.
8. To enforce all provisions of law and all rules and regulations relating to the management of the schools and other educational, social and recreational activities under the direction of the Board.
9. Provide for the optimum use of the staff of the district. See that the district is staffed with competent professionals who are delegated authority commensurate with their responsibilities. Define the duties of all personnel.
10. Prior to action by the Board, recommend the appointment, discipline or termination of employment of the administrators of the district.
11. Prior to action by the Board, recommend the appointment, discipline or termination of employment of certified and non-certified personnel of the district.
12. Assumes such other responsibilities and perform other duties.

***B. COMMUNICATION, COLLABORATION AND RELATIONSHIPS:***

Superintendent will implement and/or execute policies that help facilitate communication and collaboration with the School Board. S/he will establish and maintain effective relationships with school personnel and engage the community. The Superintendent will recognize the importance of involving multiple stakeholders to make informed decisions, communicate processes and celebrate accomplishments. S/he will strive to gain and maintain support for these improvement efforts and to sustain the focus on the goals, while communicating effectively with staff and stakeholders.

**Lead Roles:**

1. Establish expectations for collaboration, compliance with district policy and procedures, and quality continuous improvement.
2. Communicate and provide direction for all building staff to ensure quality performance at all levels.
3. Be directly responsible for news releases and/or other items of public interest emanating from all district employees which pertain to education matters, policies, procedures, school related incidents or events. Approve media interviews of this nature with district employees.
4. Lead the district in embracing diversity and expanding the attitudes and values of our school personnel and students.
5. Provide leadership for positive conflict resolution for schools, parents, students, and staff.
6. See that effective relations with employee organizations are maintained, assume ultimate responsibility for collective negotiations with employees of the district.
7. Ensure high standards of performance in educational achievement, use and development of personnel, public responsibility, and operating efficiency throughout the district.
8. Assume such other responsibilities and perform other duties.

***C. POLICIES AND GOVERNANCE:***

The Superintendent will help identify, prioritize, recommend, and follow the policies and governance procedures that maintain a focus on the mission of WCS. Recognize the moral imperative to ensure the

success of every child and recommend and enforce policies and governance practices accordingly.

Lead Roles:

1. Inform the Board of the condition of the district'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 ensure 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; development of internal objectives which support those of the Board.
5. Develop and recommend to the Board long-range plans consistent with population trends, community needs, and the appropriate use of district facilities, and development of long-range plans which are consistent with Board objectives.
6. Develop specific administrative procedures and programs to implement the intent established by Board policies, directives and formal actions.
7. Execute all decisions of the Board.
8. Develop the Wabash City Schools educational programs and services in consultation with the Board.
9. Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
10. Assume other responsibilities and perform other duties.

***D. INSTRUCTION:***

The Superintendent will assist with the creation of instructional systems designed for high student achievement. S/he shall work with the district and building administrators placing a primary focus on improving instruction and enhancing student learning. The Superintendent shall create a district culture of expectations that support effective data-based decision making at all levels of the system. The Superintendent shall work with district and building administrators to collect, analyze, and use relevant data to identify strengths to sustain and weaknesses to address. The Superintendent shall promote, support and use research-based best practices for curriculum design and instruction.

Lead Roles:

1. Supervise and assist the Director of Curriculum and Instruction in the development and periodic review of curriculum, establishing the means to provide a rigorous and relevant comprehensive integrated curriculum.
2. Assist building administrators in the development, implementation and evaluation of a program designed to meet the ongoing professional growth needs of the certified staff, including oversight of a two-year mentoring and induction program for beginning teachers.

3. Ensure appropriate in-service training is conducted. Summon employees of the district to attend such regular and occasional meetings as are necessary to carry out the educational programs of the district.
4. Supervision and evaluation of principals and directors.
5. Assume such other responsibilities and perform other duties.

***E. RESOURCES:***

The Superintendent will intentionally focus upon financial, human, material, technological and facility resources in support of district goals for instruction and achievement. S/he will support individuals at all levels in the district and assume that the Central Office is a support and service organization for the schools. The Superintendent will help organize the district to provide leaders appropriate authority within their schools to make decisions and implement initiatives. The Superintendent will allocate adequate and equitable resources across the district.

**Lead Roles:**

1. Supervise and assist the Chief Financial Officer in overseeing the development and distribution of building and department budgets and manage expenditures.
2. Provide leadership for the study of enrollment patterns and demographics and work with directors and principals in developing possible changes in attendance areas, assignment of staff and service quality.
3. Plan for resources required for the future to support operations, personnel, and facilities. Develop updates on school district operations and present to the Board.
4. Serve as liaison to various community organizations, higher education institutions, and other school district projects and groups within the county, region and State of Indiana.
5. Seek outside resources and recognitions for the school district by supporting staff that apply for grants and awards.
6. Conduct studies on areas of operation and efficiency for quality improvement.
7. Ensure the development, authorization, and the maintenance of an appropriate budgetary procedure is properly administered. See that all funds, physical assets, and other property of the district are appropriately safeguarded and administered.
8. File, or cause to be filed, all reports, requests and appropriations as required by various governing bodies and/or Board policies.
9. Assume such other responsibilities and perform other duties.

***F. PROFESSIONAL GROWTH:***

Superintendent will set goals for self-improvement and carry out individual improvement plans developed with the School Board. Maintain a high level of competence in the field of education, remaining current in issues related to areas of responsibility. Maintain a high level of personal integrity and a strong work ethic. Be willing to fail forward and maintain a growth mindset.

**REQUIREMENTS AND QUALIFICATIONS:**

*Preferred but not required*

- Superintendent or central office experience in a public school system
- Hold an Indiana Superintendent's License; or show ability to obtain
- Ph.D., Ed.D., or EdS.