

EAST NOBLE SCHOOL CORPORATION  
JOB DESCRIPTION

**POSITION:** Superintendent of Schools  
**REPORTS TO:** Board of School Trustees  
**SUPERVISES:** All Personnel of the District  
**FLSA STATUS:** Exempt

**POSITION PURPOSE:**

Under the direction of the East Noble School Corporation Board of School Trustees (Board), the Superintendent of Schools is responsible for serving as the Board's chief executive officer providing leadership and vision in the establishment and implementation of the district's broad organizational mission, goals, and strategic plans. The superintendent leads, oversees, and administers the use of district funds, facilities, and programming to provide for the educational needs of students and the community.

**EDUCATIONAL AND EXPERIENCE:**

1. Holds an Education Specialist degree or higher in educational administration.
2. Holds or eligible for an Indiana Superintendent license.
3. Obtained a minimum of five years' experience in school administration.
4. Has strong leadership skills and communication skills.
5. Any additional qualifications as the Board may find appropriate.

**POSITION RESPONSIBILITIES ESSENTIAL FUNCTIONALS:**

1. 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.
2. Advises the Board on the need for new or revised policies and ensures that all policies are implemented and followed.
3. 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.
4. Handles emergency situations as necessary on any matter that requires immediate action or that is not covered by Board policies or school district procedures.
5. Attends and participates in all meetings of the Board and its committees, except executive sessions for the purpose of discussing the Superintendent's employment or salary.
6. Serves as ex officio member of the Board and school committees.
7. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
8. Supervises the carrying out of all laws, regulations, and Board policies.

9. Makes all administrative decisions within the school necessary to the proper function of the school district.
10. Makes such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
11. 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.
12. Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
13. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts to be used in the schools.
14. Oversees the timely revisions of all curriculum guides and courses of study.
15. Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
16. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees' communications to be made to the Board.
17. Oversees collective bargaining negotiations with labor organizations representing school district employees.
18. Recommends to the Board for employment, reassignment, and termination of all certified and non-certified staff.
19. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
20. Supervises methods of teaching, supervision, and administration in effect in the schools.
21. Recommends to the Board for final action the promotion, salary changes, demotion, or termination of employment of any employees.
22. Oversees 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.
23. Supervises the preparation and presentation of the annual budget and recommends it to the Board for approval.
24. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
25. Acts as purchasing agent for the Board, and established procedures for the purchase of books, materials, and supplies.
26. Provides suitable instructions and regulations to govern the use and care of school properties.
27. Recommends to the Board sales of all property no longer required by the Board, and supervises the proper execution of such sales.
28. Submits, or causes to be submitted, all reports required by the federal and state laws.
29. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program and approves the special transfer of students from one neighboring district to another only when, in the superintendent's opinion, conditions in each case warrant such action.
30. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.

31. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings' and improvement, alterations, and changes in the buildings and equipment of the district.
32. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
33. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
34. 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.
35. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
36. Confers periodically with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
37. Performs other related tasks as assigned by the Board of Education.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from stakeholders, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and apply concepts such as fractions, percentages, ratios, and proportions to practical situations as it relates to education and educational funding.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables as it applies to education.

**OTHER SKILLS and ABILITIES:**

Must be able to speak on demand to large groups of people. Must be able to travel between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concise, both in oral and written

communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*