

# **Superintendent of Schools – Job Description**

## **Requirements & Preferences**

- Valid Indiana Superintendent license; OR holds a Master’s degree AND meets the LEA (Local Education Agency) needs for a Temporary Superintendent License as defined by the IDOE (must be able to obtain the temporary license by August 1, 2021) — Required.
  - Experience as a K-12 public school Superintendent — Preferred but not required.
  - Experience developing and maintaining a K-12 public school budget — Preferred but not required.
  - Experience as a public school classroom teacher and building level administrator — Preferred
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- The BHSC Superintendent of Schools is expected to: inspire, model, and direct every member of the administrative, instructional and support services teams in setting and achieving the most exemplary standards of excellence in developing and maintaining the best possible educational programs and services for our BHSC students, enabling all students to be provided with a rigorously appropriate, meaningful and personally rewarding education for their choice of careers.
  - To develop, oversee, and maintain an appropriate district-level budget to ensure all monies are used wisely to benefit the students and be accountable to the taxpayers in the use of such funds.
  - To oversee and administer the use of all school district facilities and properties to ensure that those resources are utilized in an appropriate manner.

## **Functions of the Superintendent of Schools**

- Serve as the Chief Executive Officer of the school district, administering the development and sustainability of an exemplary educational program which promotes and attains high student achievement, positive and productive citizens, and addresses the needs of the school community while being aligned with Board policies and applicable State and Federal laws.
- Ensures all laws, regulations, and Board policies are carried out and educates the school personnel and the Board as to these laws, regulations, and policies.
- Ensures all reports required by the federal and state laws are submitted in a timely manner in accord to the established federal or state deadline(s).
- Oversees the marketing of the district, both within the BHSC boundaries and throughout other communities, to promote and grow the district in student population and innovative programs within the respective community based environments.
- Attends and participates in all meetings of the Board and its committees, except executive sessions where the purpose of the meeting is to discuss the Superintendent's employment or salary; and serves on all Board, district, and school committees as an ex-officio member.
- Prepares and submits recommendations to the Board which are relative to and/or requested by the Board regarding all matters requiring Board action, based on facts, information, and reports needed to assist the Board in making informed decisions.

- Reports to the Board all matters as deemed viable to the understanding and proper management of the schools, or as the Board may request, preparing (or causes to be prepared) and presenting facts and explanations as is necessary to assist the Board in its duty of legislation for the schools.
- Determines guidelines and directives, giving appropriate instructions to school employees and students as may be necessary to implement Board policy.
- Communicates directly, or through his/her designee, to all district employees the actions of the Board relating to personnel matters (which are not considered a violation of an individual employee confidentiality); and also receives communications to be made to the Board by district employees.
- Makes all administrative decisions within the district necessary for the proper function of the school district, and that are not in conflict with any law or Board policy.
- Conducts a periodic audit of the total school program and advises the Board on recommendations for the educational progression and innovation of the schools.
- Advises the Board on the need for new or revised policies and ensures that all policies are implemented and followed throughout the district.
- Develops and presents the annual district 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, and with school-based accounting practices and purchases.
- Acts as purchasing agent for the Board, and established procedures for the purchase of books, materials, and supplies.
- Recommends all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools to the Board for its adoption.
- Ensures the timely revisions of all curriculum guides and courses of study.
- 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.
- In collaboration with building level administration (when applicable). recommends for appointment or employment. all employees of the district, except for professional officers of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the district, except professional officers of the Board.
- Assigns and transfers employees as the interest of the district may warrant, and reports such action to the Board for information, record. and approval.
- 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 is taken when necessary.
- Along with the Director of Curriculum and Instruction, supervises methods of teaching, supervision, and administration for the effective implementation of classroom instruction enabling rigorous and appropriate student achievement.

- Makes recommendations to the Board regarding the transportation of pupils in accordance with the law and the safety requirements for students.
- Maintains positive communications to keep the public informed about modern educational practices, educational trends and the policies, practices, and problems in the district and schools.
- Establishes and maintains a program of positive 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.
- Periodically communicates with professional and lay groups concerning the school program and transmits to the Board suggestions gained from such conferences.
- Keeps informed of modern educational thought and practices by advances study, by visiting school districts, by attending professional educational conferences, and keeps the Board informed of trends in education.
- Represents the district in its dealings with other school districts, higher education institutions, agencies, and community organizations.
- Participates in school-based and community-based activities and organizations.
- Oversees collective bargaining negotiations with labor organizations representing school district employees.
- Recommends to the Board for final action the promotion, salary changes, demotion, or termination of employment of any employee(s).
- Provides appropriate instructions and regulations to govern the use and care of school properties.
- Recommends to the Board the sales of all property no longer required by the Board and supervises the proper execution of such sales within the state and federal requirements.
- Makes recommendations regarding the location and size of new school sites and/or additions to existing district 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.
- Performs other related tasks as assigned by the Board of School Trustees.

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