

RESPONSIBILITIES OF THE SUPERINTENDENT & AND KEY ATTRIBUTES

The Superintendent shall strive to achieve Corporation goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the Corporation. In addition, the Superintendent shall exercise the authority delegated to him/her regarding policies and/or guidelines (Bylaw 0132.2).

Duties and Responsibilities

The Superintendent shall be directly responsible to the School Board for the performance of the following assigned duties and responsibilities:

- A. keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed
- B. ensure that all aspects of Corporation operation comply with State laws and rules/regulations as well as Board contracts and policies
- C. establish and maintain a written educational plan required by law and consistent with the educational goals adopted by the Board
- D. ensure proper implementation of the current Corporation-wide instructional plan as it applies to each building
- E. strive to increase the efficient use of Corporation resources in the daily operations of the schools
- F. enforce the school attendance laws
- G. assign staff to achieve the maximum benefit toward the attainment of educational goals
- H. evaluate the progress of the professional and support staff toward the attainment of educational goals
- I. analyze the results of instructional program development as it applies to the Board's educational goals
- J. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- K. work cooperatively with parents and community groups concerned with programs in the schools
- L. develop personal capabilities in personnel strategies and facility management
- M. work cooperatively with the Board and administrative staff
- N. strive toward the highest standards of personal conduct
- O. perform such other duties as the Board may direct

Superintendent Criteria:

- 1) Valid Indiana Superintendent License (or ability to acquire)
- 2) Doctorate preferred (but not required)
- 3) Central office experience preferred (but not required)
- 4) Experience with curriculum development preferred
- 5) Experience with public school law, budgeting process
- 6) Demonstrated cultural competency with experience in creating an atmosphere that embraces all cultures and backgrounds
- 7) Effective oral and written communication skills with all school employees, parents, and community.
- 8) Demonstrated the ability to identify and proactively address issues that may be a concern to parents, students, employees, and the school board.

Personal Attributes

- Diplomatic
- Collaborative
- Student and staff centered
- Credible
- Trustworthy
- Honest
- Sincere
- Builds consensus
- Transparent
- Thoughtful
- Data-driven