

MADISON CONSOLIDATED SCHOOLS

Position Title: Superintendent

Reports to: Board of School Trustees

FLSA: Exempt

Summary of the position: Serves the Board of Trustees as the executive officer administering the school system in accordance with State laws and Board policies. Develops and administers rules and regulations for school operations within the scope of Board Policy.

Qualifications: Appropriate certification as required by the Indiana Department of Education.

Supervises: Directly supervises school principals, directors, managers, and employees within the school corporation. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties and Responsibilities: The Superintendent of Schools is the Chief Executive Officer of the Board of School Trustees. It is his/her responsibility to act as the professional advisor to the Board and to furnish creative leadership to the school administration. Some of the duties are:

- To attend all meetings of the Board of School Trustees except when his/her employment is under consideration.
- To put into practice the adopted educational policies of the State and of the Board.
- To evaluate this practice in accordance with executive needs.
- To supply the Board with the information needed to keep the community fully informed of the conditions and needs of the schools.
- The recruitment and recommendation of all personnel to the Board.
- The assignment of all personnel (teaching and non-teaching) employed by the Board.
- The preparation of a carefully planned budget, and the laws of the State.
- The administration and supervision of the total educational program, including a continuous study of the curriculum.

- The purchase of instructional supplies and equipment for the educational program, as governed by the published budget.
- The maintenance of all facilities and recommendations for added facilities necessary to house the increasing school population.
- The keeping, recording, and preparing for the Board all records and proceedings of the Board.
- Recommendation of new policies or revision of old policies to cover changing conditions.
- The selection and adoption of all textbooks and instructional materials.
- The preparation, filing, and reporting of all records and reports required by government agencies.
- To devise and promulgate administrative rules and regulations deemed necessary to institute Board policies.

Essential Functions: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- To serve as executive head of the entire school system in charge of both educational and business functions.
- To administer the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out policies of the Board.
- To recommend the number of types of certified positions required to provide proper personnel for the operation of such a program.
- To recommend policies on organization, finance, instruction, school planning, and other functions of the school program.
- To nominate for appointment, to assign, and to define the duties of all certified personnel, subject to approval of the Board.
- To supervise and cooperatively prepare the annual budget and to recommend guidelines set by the Board for approval.
- Attends and participates in all meetings of the Board of School Trustees.
- Serves as ex-officio member of the Board committees except the search committee for the Superintendent which is to be determined by the Board.
- Advises the Board on the need for new or revised policies and sees that all policies of the board are implemented and reviewed annually.
- 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 as are needed to ensure the making of informed decisions.
- Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

- Supervises the effective implementation of all constitutional or statutory laws, state and charter regulations, and Board policies.
- Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
- Formulates school objectives, policies, plans and programs; and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools.
- Conducts an annual review of the total school program, including corporation goals, and advises the Board on recommendations for the educational advancement of the schools.
- Studies and revises, together with the staff, all curriculum guides and courses of study, on a continuing basis.
- 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.
- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
- Coordinates staff negotiations with professional and non-professional personnel.
- Secures and nominates for employment the best qualified and most competent teachers and supervisory and administrative personnel.
- Assigns and transfers employees as the interest of the district may dictate, and reports such action to the Board for information and record.
- Supervises methods of teaching, for all salaried corporation employees.
- Approves vacation schedules for all salaried corporation employees.
- Suspends any employee for just cause, and reports such suspension to the Board at the next meeting thereafter for action.
- Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
- Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
- Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records which are required by law and by Board policy.
- Files, or causes to be filed, all reports required by the state and by Board policy.
- 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.
- Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.

- Represents the district in its dealing with other school systems, institutions, agencies, and community organizations.
- 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.
- Represents the Board as liaison between the school district and the community.
- Establishes and maintains a program of public relations to keep the public well informed of the activities and needs of the school district, affecting a wholesome and cooperative working relationship between the schools and the community.
- Confers periodically with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
- Performs such other tasks as may from time to time be assigned by the Board.

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the district.

Position Description Written by: Bonnie Hensler, Director of Finance and Human Resources

Date Completed: 1/11/2017

Revision Dates:

It is the policy of Madison Consolidated Schools not to discriminate on the basis of race, color, religion, sex, national origin, disability, or age, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1); Public Law 218 (I.C. 1971, Title 20); Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504.