

Position Description Job Title: Superintendent

Reports To: Board of School Trustees

Full Time: 260 days

Salary: Commensurate with experience

SUMMARY

The Superintendent shall be the chief administrative officer for the School Corporation and 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 NAFC Board of School Trustees with respect to such activities. The Superintendent shall perform all the duties and accept all the responsibilities required of a Superintendent as prescribed by the Indiana Department of Education, applicable laws and regulations and the policies established by the NAFC Board of School Trustees.

QUALIFICATIONS

- Hold a valid Superintendent License in the State of Indiana or hold a valid license in another state that is transferable to Indiana within 90-120 days of employment.
- Must possess either an Ed.S. or Ph.D. in education.
- Must have experience in public school administration (both building level and central office experience preferred).
- A minimum of one (1) year experience as a Superintendent is preferred.
- Significant experience in curriculum, school operations and community relations are required.
- Must have effective written and verbal communication skills.
- Must have the ability to develop positive relationships with others within and outside of the school community, including but not limited to members of the Board of School Trustees, school employees, students, State and local officials with oversight over public education, and other stakeholders.
- Must be able to effectively work as part of a team, exhibit professionalism at all times when carrying out the duties of the Superintendent, and demonstrate the attributes and qualities of a positive role model.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Administer the schools in conformity with the policies of the Board of School Trustees, the rules and regulations of the Indiana Department of Education, and in accordance with State and Federal laws and develop specific administrative procedures and programs to implement the policies, directives, and formal actions of the Board.
- B. Furnish creative leadership to the profession and to the Board of School Trustees and serve as a professional advisor to the Board of School Trustees.
- C. Employ persons to fill all vacancies among the personnel employed by the School Corporation. Final approval for employment will be made by the Board of School Trustees.

- D. Assign, promote, or transfer all personnel employed by the Board of School Trustees and delegate authority and duties accordingly.
- E. Define the duties of all personnel through job descriptions approved by the Board, as appropriate.
- F. Recommend the suspension or dismissal of any employee from duty for cause or other appropriate reason(s).
- G. Prepare and interpret to the Board of School Trustees the basic curricula to be offered in the District's schools, make final approval of any program changes and maintain procedures for continuous supervision and evaluation of all school programs and activities.
- H. Provide and interpret statistics and information to the Board of School Trustees as an aid in keeping the community fully informed of the conditions and needs of the schools.
- I. Oversee the preparation and interpretation of the annual school budgets. Ensure that all funds, physical assets, and other property of the District are appropriately safeguarded and administered.
- J. Prepare the agenda for each meeting of the Board of School Trustees. Oversee the preparation and approval of all minute records and proceedings of the Board of School Trustees' meetings.
- K. Review all complaints, requests, questions and other activities before formal presentation to the Board of School Trustees.
- L. Design and implement an on-going evaluation process for all employees. Oversee and ensure that appropriate professional development is conducted as is necessary to carry out the educational programs of the District.
- M. Issue specific procedures for all schools in the event of local, state, or national emergencies to provide for the safety of the school community. Assume ultimate responsibility for the safety of students, staff and visitors to the schools and for the effective implementation of applicable safety rules, regulations and statutes.
- N. Supervise and coordinate the issuance of work permits.
- O. Assume ultimate responsibility for the appropriate educational placement of all students.
- P. Attend and participate in all meetings of the Board.
- Q. Advise the Board and make recommendations regarding the need for new or amended policies.
- R. Prepare and submit to the Board necessary information and recommendations prior to official Board action to ensure the making of informed decisions by the Board.
- S. Make all administrative decisions necessary for the efficient operations of the School Corporation.
- T. Directly supervise and evaluate Central level administrators. Direct the operations and activities of administrators; see that they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulating and implementing internal objectives, plans and programs; and render them advice and support.
- U. Develop and make recommendations to the Board relating to strategic planning, long-term planning and objectives of the educational system.
- V. Engage in ongoing, active participation within our school buildings by visiting with students, staff, and community to ensure continued educational activities and programming are consistent with District goals.
- W. Oversee public relations and serve as a liaison between the District and the community, outside professional organizations and other governmental units and agencies, including but not limited to

other school corporations, the Indiana and U.S. Departments of Education, the Indiana Association of Public School Superintendents, the Indiana School Boards Association, and the Indiana Association of School Business Officials.

- X. See that effective relations with employee labor organizations are maintained and oversee collective bargaining and other labor relations activities.
- Y. Work with other Board advisors, including but not limited to auditors, architects, attorneys, consultants, and contractors.
- Z. Performs all other tasks assigned by the Board.