

Superintendent

Pemiscot County Special School District

Job Title:	Superintendent of Schools
Department:	Administration
Reports to:	Board of Education
Classification:	Exempt (<i>This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.</i>)

Job Summary:

The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position is required to:

Serve as the instructional leader for the district

Ensure the district is accredited pursuant to the Missouri accreditation process

Promote student achievement as the primary focus of all district staff

Facilitate and attend Board meetings

Develop agendas for Board meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings

Maintain district records

Implement Board policy through written administrative procedures

Manage the financial affairs of the district and provide the Board with financial reports monthly or as requested

Advise the Board on matters of finance, policy, facilities and personnel

Submit all reports and data required by state and federal law

Maintain facilities that are safe, adequate, efficient and conducive to learning

Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction

Direct hiring, assignment and training of staff

Direct a performance-based evaluation program for all staff

Hear staff complaints and grievances

Delegate duties to members of the administrative team as appropriate

Serve as an advocate for the district to the public and state lawmakers

Participate in a standards-based performance evaluation at least annually

Other duties as assigned by the Board

Superintendent

Supervisory Duties:

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

Building Principal
Director of Special Education
Director of Career & Technology Center

Qualifications:

Education

Specialist degree or higher in educational administration

Certificates, Licenses, Registrations:

Valid Missouri superintendent certificate

The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the Interstate School Leaders and Licensure Consortium (ISLLC).

Skills and Abilities:

Language

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

Technology

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

Other Skills and Abilities:

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff and members of the Board of Education

Superintendent

Maintain a positive relationship with members of the community
Effectively manage conflict

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 essential functions.

Physical Demands:

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

Attendance:

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment:

The work environment is consistent with a typical office environment. Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.

The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.