

## **Job Description for Superintendent of Schools (C-2)**

Title: Superintendent of Schools  
Workdays: Two Hundred Thirty (230) Days  
Reports to: School Board  
Qualifications: Required licensure from the Wisconsin DPI for the position of District Administrator (WI 03). Qualifications include but are not limited to these listed examples of responsibilities.

Job Goal: It is the goal of the Superintendent of Schools to operate and manage an educational program and environment that will provide the best educational opportunities for students within the guidelines established by the School Board on behalf of the District electorate. The Superintendent is the administrative head of the School District and executive officer of the School Board to which he/she is solely responsible. The Superintendent shall have general supervision and management of all aspects of School District operations. He/she may delegate responsibility for administering various segments of School District operations, but shall be responsible to the Board for the results produced. The Superintendent's major areas of responsibility are:

### **Responsibilities:**

1. Advising the Board and making written recommendations to the Board on programs, policies, budget and other District matters.
2. Attending Board Meetings, Committee Meetings, Administrative Council and Staff Advisory Council Meetings.
3. Preparing (after consultation with the Board's President) agendas for all Board and District meetings.
4. Providing reports to the Board on progress, programs and problems of District operations.
5. Interpreting the needs of the District to the Board.
6. Assisting the Board with informing and enlisting the support and understanding of the residents of the School District.
7. Interpreting educational programs and their results to the community.
8. Providing press with information it needs to report on School District programs effectively.
9. Maintaining relationships beneficial to the District with local and state public leaders.
10. Developing and implementing short/long range planning.
11. Implementing policy and philosophical directions established by the Board.
12. Preparing reports for Federal and State Agencies.
13. Coordinating the Chapter 220 and Open Enrollment Programs.

Personnel:

1. Implementing policy and philosophical directions established by the Board.
2. Interpreting policies and actions of the Board to the staff.
3. Determining appropriate consequences for policy violations.
4. Developing and implementing short and long-range planning.
5. Promoting and encourage the staff to educate students in character education.
6. Assigning, transferring, promoting and disciplining of staff; delegating and defining duties of staff.
7. Approving job descriptions as needed for all District positions.
8. Making recommendations for hiring, non-renewing, laying off or dismissing staff and bringing resignations of staff to the Board for approval.
9. Preparing, issuing, and maintaining records pertaining to employee contracts, assignments, and work schedules.
10. Maintaining personnel files for present and past employees.
11. Preparing and maintain statistical information for all personnel and submit the necessary statistical reports to the Department of Public Instruction.
12. Processing professional growth and educational improvement credits and maintain appropriate files.
13. Coordinating an orientation and mentor program for teachers new to the District.
14. Coordinating teacher evaluation schedules and preparation of the annual teacher evaluation report to the Board of Education.
15. Evaluating effectiveness of individual middle management personnel to the Board in a written annual report.
16. Maintaining an application file for prospective candidates for employment.
17. Maintaining separation files for all employees who have terminated their employment with the District.
18. Conducting in-service training sessions with Administrators.
19. Coordinating and direct District-wide in-services for teaching staff.
20. Preparing State reports for Tech Prep, Education for Employment and Vocational Education.
21. Coordinating Title I & VI, Tech Prep, Challenge and Remedial Reading.

Specific Duties as Curriculum Coordinator:

1. Coordinating the development, implementation, evaluation, and articulation of curriculum K-12.
2. Conducting curriculum research and collect data as needed.
3. Coordinating the development of and manage in-service, professional development, new textbooks, and curriculum planning budgets.
4. Supervising and evaluating instructional programs.

Revised: February 2002