

St Francis School District
Job Description

Job Title: Superintendent of Schools
Job Category: Professional/Administrator

Reports to: Board of Education
FLSA Status: Exempt

SUMMARY - The School Board vests the primary responsibility for administration of the District in the Superintendent of Schools. The Superintendent serves as the executive arm of the Board of Education. He/she is responsible for general supervision over all school personnel, students, buildings and grounds, and any special services and agencies established by the Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned):

1. Make and enforce such regulations for the conduct of the schools as he/she deems to be conducive to the best interest of the schools, subject to the approval of the Board.
2. Prepare an agenda and Superintendent's report for Board meetings and provide one to each Board Member at least two (2) days before a regularly scheduled meeting.
3. Hold regular staff meetings of administrators and supervisors to present Board decisions and ideas for improvement in the operation of the school system and to solicit ideas and reactions from the staff.
4. Be responsible for the development and administration of a positive educational program designed to meet the needs of the children and adults of the community.
5. Work to assure, where appropriate, that the decision-making process includes participation of the administration and staff, parents, students and others in the community.
6. Work cooperatively with parents and community groups concerned with programs in the school.
7. Be responsible for short and long-range comprehensive educational planning.
8. Advise the Board in matters concerning the system-wide instructional program.
9. Be responsible for the recruitment, selection, orientation and assignment of all personnel.
10. Be responsible for the development of written job descriptions for all school district personnel.
11. Advise the School Board in matters concerning contract negotiations with all staff.
12. Nominate and recommend all District personnel to the Board for appointment, dismissal or reassignment.
13. Recommend all co-curricular activities in the District schools to the Board for adoption.
14. Supervise the preparation of the annual District budget and present same to the Board for approval. Moreover, the Superintendent or his/her designee shall present the budget approved by the Board to the electorate at the annual meeting.
15. Be responsible for the expenditures of the budget as set by the Board.
16. Supervise the implementation of the Chapter 220 Program and Open Enrollment Program.
17. Act as a legislative liaison on behalf of the District and as directed by the Board.
18. Serve as the District's liaison with CESA #1 or identify the appropriate person to serve as the liaison.
19. Serve as the District's Title XI officer or identify the appropriate person to serve as the officer.
20. Exercise leadership in the area of community service whenever and wherever the need may arise.
21. Direct the closing of schools during inclement weather and emergencies according to established Board policy.
22. Be responsible for the development of a District line and staff organization chart and share any changes with Board Members.
23. Serve as a role model for students by conducting self as a responsible, intelligent citizen.
24. Instill in students the belief in and practice of ethical principles and democratic values.

SUPERVISORY RESPONSIBILITIES - The Superintendent provides direct supervision of administrative Leadership team and is more generally responsible for supervision over all school personnel and school functions.

EDUCATION and/or EXPERIENCE

1. Master's degree or equivalent;
2. minimum of three years of teaching experience;
3. administrative experience as a principal or assistant principal highly desired.

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CERTIFICATES, LICENSES, REGISTRATIONS

Wisconsin Administrative License issued by the Department of Public Instruction (03)

QUALIFICATIONS - 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to write routine reports and correspondence.
3. Ability to speak effectively and make meaningful presentations before groups of students, employees, community members, and the Board of Education.
4. Ability to write articles for publication that conform to prescribed style and format.

MATHEMATICAL SKILLS

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS - 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:

1. physically manage or restrain disruptive students when necessary;
2. regularly sit and talk or hear and operate a telephone and/or computer;
3. frequently stand; walk and reach with hands and arms;
4. occasionally lift and/or move up to 50 pounds;
5. 20/20 vision, close vision and depth perception.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

1. regularly works indoors and will occasionally work outdoors;
2. the noise level in the work environment ranges from quiet to loud, but is usually moderate.

DRUG-FREE WORKPLACE - The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy [3122](#) throughout his/her employment in the District.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. This job description is intended to comply with the American with Disabilities Act; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.