

SUPERINTENDENT JOB DESCRIPTION

Qualifications

- **Education and Licensure**

- North Dakota Teacher License and Administrator Credential
- MA or PhD in Education Administration
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

- **Core competencies:**

- Ability to help school board set a data-informed vision and goals for the district in collaboration with key district stakeholders
- Ability to support and assist board in remaining vision orientated and goal focused
- Ability to manage and motivate school personnel in a manner that supports the district's vision and accomplishes its goals
- Ability to strategically allocate resources and manage operations in a manner that supports goals and complies with law
- Ability to implement and oversee systems for monitoring progress toward goals and systems of continuous improvement specifically targeted at student achievement and instruction

REPORTS TO

Dickinson Public School Board

SUPERVISES

Directly or indirectly, every district employee

EVALUATION

By Board in accordance with North Dakota Century Code

JOB EXPECTATIONS

- Assists the board with data-informed goal development and takes actions necessary to accomplish these goals.
- Competently carries out his/her roles and responsibilities as assigned by the board and takes steps to assist the board with understanding and executing its role.
- Oversees qualified, high-quality district staff and maintains positive and professional working relationships with them.
- Oversees the development, review, and implementation of academic and support programming that fosters the growth and success of all district students.
- Is engaged in the community and takes steps necessary to ensure the community is engaged in district schools.

- Efficiently and prudently oversees school district finances and facilities, equipment, and supplies; operational decisions are aligned with the district's goals and strategic plan.

Performance Responsibilities

~~Job Goal~~

- ~~Provides leadership in developing and maintaining the best possible educational programs and services~~
- ~~Oversees and administers use of all district facilities, property, and funds with maximum of efficiency, minimum of waste, and ever-present, overriding concern for impact on each student's education~~

1. Goal and Vision Setting

- a. Assists board with developing or updating a district-wide strategic plan that is based on district data, the district's mission, and other identified district needs; the plan outlines both short- and long-term goals.
- b. Provides for regular reports to the board on steps taken to accomplish short- and long-term goals and demonstrates progress toward accomplishing district goals.

2. Relationship with School Board

- a. Attends and participates in all Board meetings;
- b. Communicates openly with Board ~~concerning programs, practices, and problems of schools;~~ members concerning their questions and district operations, programs, and services.
- c. Makes all administrative decisions necessary to the proper function of District;
- d. Prepares and submits to Board recommendations on all matters requiring board action. Recommendations are supplemented with necessary and helpful facts, information, and reports as are needed for Board to make informed decisions;
- e. Oversees compliant implementation of board policies and all applicable federal, state, and local laws, regulations, and ordinances; reports to board on needed policy additions or amendments. Acts, if necessary, in any matter not covered by board policy.
- f. ~~Supervises effective administration of all federal, state, local, constitutional and statutory laws, state regulations, and board policies;~~
- g. ~~Delegates exercise and/or discharge of any powers or duties to other district employees. Delegation of power or duties does not relieve Superintendent of final responsibility for the action taken under such delegation;~~
- h. Keeps the Board informed of trends in education.

3. ~~Recruitment/Retention of Staff (Licensed and Non-licensed)~~ Human Resource Management

- ~~a. Secures and nominates for employment best qualified and most competent teachers, supervisory, and administrative personnel. Hires best candidates for support staff positions;~~
- ~~b. Assigns and transfers employees as district needs may dictate and reports such action to Board for information and record;~~
- ~~c. Suspends any classified employee for just cause and reports such suspension to Board at next meeting for final action; or terminates employment of any classified employee and reports such termination to Board at next meeting;~~
- a. Oversees development of job descriptions for each district position.
- b. Oversees implementation of hiring laws and policies and recommends to the board needed updates to these policies to ensure district is hiring qualified, high-quality staff.
- c. Oversees planning and implementation of employee orientation program.
- d. Oversees implementation of all policies and programs on personnel management including employee conduct and workplace expectations, benefits, working conditions, and support and recognition programs. Recommends to the board as needed revisions and/or additions to personnel policies and programs.
- e. **Carefully Compliantly** administers provisions of negotiated agreement and recommends to Board changes that would be beneficial to the District.
- f. Acts as communications liaison between personnel and the board.
- g. Ensures that personnel meetings are held as necessary to discuss matters concerning operation, planning and improvement, and welfare of schools; implements other systems to receive staff input as needed.
- h. Supervises methods of teaching, supervision, and administration in schools and assists in the planning and implementation of professional development and remediation as needed.
- i. Manages personnel evaluation system including developing and reviewing personnel evaluation forms and ensuring completion of evaluations by applicable deadlines in law and/or district policy.
- j. Delegates, as appropriate, powers and/or duties assigned by policy, law, or this job description to district administrators and other district employees. Delegation of power or duties does not relieve the Superintendent of final responsibility for the action taken under such delegation.

~~**4. Supervision of Licensed and Non-licensed Staff**~~

- ~~a. Communicates all actions of Board relating to personnel matters to all employees directly or through delegation. Receives from employees all communications to be made to Board;~~
- ~~b. Holds such meetings of teachers and other employees as necessary for discussion of matters concerning improvement and welfare of schools.~~
- ~~c. Supervises methods of teaching, supervision, and administration in effect in the schools, including evaluation of teaching staff according to law and other staff according to school policy. (Moved under 3. Human Resource Management)~~

4. Curriculum and Student Support Services

- a. Oversees curriculum development and brings curriculum changes to the board for approval as needed, explaining how these changes support the

- district's mission, strategic plan, and goals; recommends to the board for approval programs that allow for research-based instruction and course offerings; such programs include plans of implementation.
- b. Ensures that all school buildings have and use intervention programs to identify students in need of additional assistance academically, socially, and emotionally.
 - c. Recommends to the board for adoption and oversees implementation of policies and programs designed to make the overall educational environment safe and to encourage student engagement including policies and programs on safety, conduct, recognition programs, and extracurricular activities.
 - d. Recommends to the board for adoption and oversees implementation of policies and programs designed to assist special categories of students including disabled, migrant, English Language Learners, and homeless students.
 - e. Keeps informed of education research and practices through advanced study, visiting school systems, attending educational conferences, and other appropriate means.
 - f. Oversees assessment system and ensures results are reported to appropriate stakeholders.

5. ~~Identification and Implementation of Board Policy Needs~~

- ~~a. Advises Board on need for new or revised policies and sees that all policies of Board are implemented;~~
- ~~b. Acts, if necessary, in any matter not covered by board policy; reports such action to Board as soon as practical; recommends policy in order to provide guidance in the future;~~
- ~~c. Exercises power to implement board policy, making such rules and giving instructions to students and staff as may be necessary;~~
- ~~d. Submits to Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or interpretation of new policy;~~

6. ~~Financial Management Skills (including development and implementation of budget) Operations and Resource Management~~

- a. Oversees district financial planning and management in coordination with the business manager and in compliance with law including the annual budget; financial plan supports the district's strategic plan and goals.
- ~~a. Assumes responsibility for overall financial planning of District and for preparation of the annual budget; submits it to the Board for review and approval;~~
- b. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with adopted budget, subject to direction and approval of Board;
- ~~c. Acts as purchasing agent for the Board and establishes procedures for the purchase of books, materials, and supplies;~~
- ~~d. Submits to Board a clear and detailed explanation of proposal of any expenditure of a substantial sum.~~

- c. Seeks and recommends to the board new sources of revenue (e.g., grants, loans, donor contributions) appropriate for the district.
- d. Oversees maintenance of district buildings, grounds, and equipment, ensures that insurance carrier has up-to-date information on all district-owned buildings, equipment, and supplies, and insurance coverage is adequate to cover potential loss.
- e. Performs or requires building administrators to perform a risk management assessment to determine facilities and equipment that need repair.
- f. Makes recommendations to the Board concerning transportation of students and oversees operation of transportation services.
- g. Develops or assists the business manager with developing a deferred maintenance plan for school buildings and a transportation replacement plan for the school fleet, which is discussed with the board. Oversees preparation of crisis and disaster plans for the District with input from staff, law enforcement, and other appropriate persons. Oversees implementation of plans including practice drills.

~~6. Educational Leadership (including philosophy, curriculum development, and staffing)~~

- ~~a. Administers development and maintenance of a positive educational program designed to meet community needs and carry out board policies;~~
- ~~b. Formulates school objectives, policies, plans, and programs; prepares (or causes to be prepared) and presents facts and explanations necessary to assist Board in its duty of legislation for schools;~~
- ~~c. Recommends to Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools;~~
- ~~d. Together with staff, studies and revises all curriculum guides and courses of study on a continuing basis;~~
- ~~e. Conducts a periodic audit of total school program. Advises Board on recommendations for educational advancement of schools;~~
- ~~f. Keeps informed of modern educational thought and practices by advanced study, visiting school systems, attending educational conferences, and other appropriate means. Keeps Board informed of trends in education;~~
- ~~g. Supervises effective administration of District's NCA/AdvancEd school improvement process.~~

~~7. Relationship with Students and Parents~~

- ~~a. Prescribes rules for classification and advancement of students in accordance with board policy;~~
- ~~b. Receives, investigates, and acts on complaints and concerns expressed by students and parents in accordance with policy.~~

5. Relationship with Community Community Relations

- a. Attends the meetings of, or is involved in the activities of, community and civic organizations as directed by the Board.

- b. Identifies ways to invite the community into district schools for programs, activities, and events.
- c. Oversees compliant implementation of policies and procedures related to complaints and concerns expressed by parents and the community.
- d. Oversees implementation of a community communication plan, which includes a district newsletter issued to parents **[and community members]**; regularly speaks to the news media about school activities, successes, and events; and ensures uploading of information about district schools and initiatives on the district's website **[and social media]**.
- e. Recommends to the board, as needed, public hearings to receive input on district issues.
- f. Works with key community stakeholders to help further the district's mission and support of district schools.

- ~~a. Represents schools before the public, and maintains, through cooperative leadership, a program of public relations to keep public informed about activities, needs, and successes of schools;~~
- ~~b. Represents District in dealings with other school systems, institutions, agencies, and community organizations. Attends or delegates a representative to attend all meetings of municipal agencies at which matters pertaining to public schools appear on agenda or are expected to be raised;~~
- ~~c. Keeps public informed about modern educational practices, trends, and policies, practices, and problems in district schools;~~
- ~~d. Confers periodically with professional and lay groups concerning school programs and relays suggestions to Board gained from such conferences.~~

~~6. Effective Records Management (including all records required by law)~~

- ~~a. Files, or causes to be filed, all reports required by state or federal law and accepts responsibility for accuracy;~~
- ~~b. Maintains directly or through delegation personnel records and pupil accounting records as required by law and/or board policy.~~

~~7. Supervision of Building and Grounds, Transportation, and Student Safety~~

- ~~a. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites; location and size of new buildings on school sites; plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of District;~~
- ~~b. Provides suitable instructions and regulations to govern use and care of school properties for school purposes;~~
- ~~c. Recommends to Board sales of all property no longer required by Board. Supervises proper execution of such sales;~~
- ~~d. Recommends establishment or alteration of attendance boundaries for all schools in the interest of good administration of instructional program;~~
- ~~e. Makes recommendations to Board concerning transportation of students in accordance with law and safety requirements;~~

~~f. Prepares crisis and disaster plans for District with input from staff, law enforcement, and other appropriate persons. Oversees implementation including practice drills.~~

End of Dickinson School District #1 Exhibit CAAA-E.....Amended 02/27/2012