

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**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 as many Board meetings as possible;
- b. Communicates openly with the Board members concerning their questions and district operations, programs, and services.
- c. Makes all administrative decisions necessary to the proper function of the 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 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. Keeps the Board informed of research based initiatives in education, as necessary.

3. Human Resource Management

- a. Oversees development of job descriptions and/or portfolios 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. 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. 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 designed to make the overall educational environment safe and to encourage student engagement including policies on safety, conduct, recognition programs, and extracurricular activities.
- d. Recommends to the board for adoption and oversees implementation of policies 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. Community Relations

- a. Attends the meetings of, or is involved in the activities of, community and civic organizations.
- b. Identifies ways to invite the community into district schools for programs, activities, and events.
- c. Oversees 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; 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.
- e. Recommends to the board, as needed, public forums to receive input on district issues.
- f. Works with key community stakeholders to help further the district's mission and support of district schools.

6. 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.
- 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. 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. 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.

End of Dickinson School District #1 Exhibit CAAA-E.....Amended 02/07/2017