

# **CAAA – Exhibit - SUPERINTENDENT JOB DESCRIPTION**

## **Qualifications**

- 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.

## **Reports To**

Dickinson Public School Board

## **Supervises**

Directly or indirectly, every district employee

## **Evaluation**

By Board in accordance with North Dakota Century Code

## **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

## **Performance Responsibilities**

### **1. Relationship with School Board**

- a. Attends and participates in all Board meetings;
- b. Communicates openly with Board concerning programs, practices, and problems of schools;
- 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. Supervises effective administration of all federal, state, local, constitutional and statutory laws, state regulations, and board policies;
- f. 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;

### **2. Recruitment/Retention of Staff (Licensed and Non-licensed)**

- 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;
  - d. Carefully administers provisions of negotiated agreement and recommends to Board changes that would be beneficial to the District.
3. **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.
4. **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;
5. **Financial Management Skills (including development and implementation of budget)**
- 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.
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.
- 8. Relationship with Community**
- 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.
- 9. 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.
- 10. 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**