

Superintendent of Schools
POSITION DESCRIPTION

Job Summary:

The Superintendent functions as the Chief Executive Officer of the School District. He/She shall act in accordance with the policies, rules and regulations as established by the Board of Education and laws and administrative regulations of the State of Wisconsin.

The administration of the school district shall be delegated to the Superintendent. He/She in turn will delegate duties and authority to insure the implementation of policies in the best interest of the students in the school district. He/She shall provide inspiring, visionary leadership in developing and maintaining the best possible educational programs and services for all children.

The superintendent is responsible for effectively communicating and working with the board to carry out the mission and vision of the District. The Superintendent shall execute the work of the board by building good working relationships with all stakeholders, preparing a budget driven by board approved priorities and employing sound financial management, ensuring the curriculum successfully meets the needs of each and every student, implementing short and long range planning, providing an organizational structure and culture conducive to student achievement, and other functions as necessary.

ESSENTIAL JOB FUNCTIONS:

- A. Provide Leadership for the School District.
 - 1. Provide a solid leadership team that will effectively guide the continued progressive excellences of the district through collaboration of Professional Learning Communities.
 - 2. Work with the Board of Education to develop a vision that aligns with school district philosophy and is clear, understandable, and achievable.
 - 3. Communicate vision to all stakeholders in a clear, understandable, and timely manner.
 - 4. Assist BOE in strategic planning for development of annual goals and objectives that link to key success factors and the district philosophy and vision.
 - 5. Work with the administrative team to develop and implement an action plan for achieving district goals.
 - 6. Foster new ideas and innovative thinking and act as a catalyst for change by being open minded and staying current with industry and non-industry trends.

- B. Shape School Climate and Culture.
 - 1. Foster a team atmosphere that enhances student achievement by improving staff relations district wide.

2. Ensure communication with all stakeholders is conducted in an honest, impartial, and timely manner.
3. Foster an environment focused on each student achieving his/her best self as driven by the district philosophy.
4. Nurture an environment that promotes an active and lasting relationship between the school district and the community as driven by the district philosophy.
5. Seek first to understand needs and concerns through active listening and learning.
6. Value diversity by recognizing and respecting the qualities of each individual.
7. Be approachable by operating with an open door policy and being available to meet with individuals and groups upon reasonable request.
8. Create a presence and be visible in district by regularly visiting each building.

C. Conduct Effective Communication.

1. Communicate recommendations in a timely manner addressing district needs adhering to the procedure outlined by the Board.
2. Prepare and present materials that are relevant for the Board to make informed decisions.
3. Communicate issues to the board in a manner that is reflective of all stakeholder perspectives.
4. Communicate district goals to all stakeholders in a manner that emphasizes the importance of student achievement and creates a sense of urgency as driven by board priorities.
5. Participate in and create opportunities to interact with the community to strengthen school-community relations as driven by district philosophy.
6. Provide regular opportunities for internal and external stakeholders to collaborate for the success of students.
7. Communicate progress in achieving district goals through meaningful semi-annual and annual reports.

D. Direct District Policy Development and Governance.

1. Develop and present policies for BOE approval that are clear and understandable as driven by state and federal requirements.
2. Administer policies and practices in a manner that complies with state and federal requirements.
3. Participate in Board development work sessions to establish operating principles and Board-Administrator expectations.
4. Enforce Chain of Command communication procedures to ensure issues are attempted to be resolved directly between the parties concerned in a timely and satisfactory manner working to encourage positive future contact.

E. Oversee Curriculum Planning and Development, Assessment, and Instruction.

1. Monitor planning and evaluation of continuous curriculum review to ensure all student needs are met as driven by district philosophy and state and federal requirements.
2. Apply best practices in instructional methods to promote student learning and teacher accountability, Monitor and assess the effectiveness of instructional programs in achieving district goals for student success and staff productivity and accountability.
3. Present curriculum changes requiring BOE approval in a clear, understandable and timely manner.

4. Ensure procedures and resources are in place to properly train educators when implementing new instructional materials and methods to provide minimal disruption to student learning.
 5. Communicate changes in curriculum to all stakeholders in a manner that is clear, understandable, and timely.
 6. Ensure curriculum planning and development occurs horizontally between grades and buildings and vertically between grades and buildings to improve student and teacher success.
 7. Provide evidence of student achievement to the Board through a meaningful annual report analyzing student assessment, progress, and achievement.
- F. Oversee Financial Planning and Budget Development.
1. Annually prepare a budget that is clear and understandable and is driven by Board approved priorities.
 2. Administer Board approved budget in compliance with Board policy and state law.
 3. Communicate pertinent proposed legislation affecting schools in a clear, understandable, and timely manner.
 4. Communicate with state and national legislators regarding proposed school legislation to convey district opinion in a timely manner.
 5. Assist the BOE in the development of both short and long range financial goals for the district using accurate data and projections and driven by board approved priorities.
 6. Develop capital acquisition, improvement and maintenance plans that provide the best value to all stakeholder needs.
 7. Apply sound financial management practices to preserve and improve the financial well-being of the district.
 8. Provide evidence of sound financial management to the BOE through meaningful monthly, quarterly and annual reports.
- G. Manage Organizational Structure to Meet the Changing Needs of the District.
1. Hire and retain the most talented and effective teachers and staff.
 2. Develop an organizational structure conducive to delivering the best instructional methods, programs and student services as driven by district philosophy and vision.
 3. Exploit available technology for the purposes of improving instruction, student learning, and organizational processes.
 4. Develop an organizational structure that optimizes resource distribution.
- H. Effectively Manage Human Resources.
1. Ensure proper hiring practices are in place to protect all stakeholders.
 2. Ensure proper confidentiality practices are in place as driven by state and federal requirements.
 3. Make personal contact with all staff members at regularly scheduled intervals.
 4. Develop evaluations and professional development plans for administrators in accordance with any BOE and/or state and federal requirements.
 5. Work with BOE to develop professional development plan and evaluation for administrator that is achievable and driven by district objectives.
 6. Ensure evaluations and professional development plans are in place for all staff members and other employees.

7. Ensure union negotiations are conducted in a manner that is compliant with state and federal requirements and driven by Board approved priorities.
- I. Ensure Safety and Security.
 1. Ensure all buildings meet local and state safety and security requirements.
 2. Ensure appropriate evacuation plans are in place as driven by local and state requirements.
 3. Develop and implement disaster recovery plans (natural disasters, human disasters, technology disasters, etc.)
 4. Ensure proper procedures are in place to protect child safety.
- J. Promote and Demonstrate Strong Values and Ethics.
 1. Act as a role model in the district and the community by upholding high values and ethics.
 2. Support and uphold the district philosophy.
 3. Represent the district in a professional manner.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This position requires the ability to handle a variety of documents and use hands in operating a computer and other related office equipment; occasionally lift and carry books weighing less than 25 pounds; use personal vehicle to travel to school buildings and functions.

QUALIFICATIONS:

1. Must meet legal requirements for certification established by Wisconsin Statutes and the Wisconsin Department of Public Instruction.
2. Must have at least ten years experience in education, with a minimum of five years in an administrative position.
3. Must possess extensive knowledge of public education administration, public instruction and curricula, state and national legislation affecting schools, and public education trends.
4. Must possess good interpersonal skills, good organizational skills, and the ability to communicate in an articulate manner orally and in writing.
5. Must possess the ability to coordinate and balance multiple activities simultaneously.
6. Must possess the ability to make and execute decisions in the best interest of all stakeholders and to be consistent and equitable in all decision-making.
7. Must possess the ability to facilitate group discussions involving multiple stakeholders, to collaborate with others to achieve positive results, and to remain poised and focused in difficult situations.

Reports to: Board of Education

Supervises: The Superintendent has the responsibility for the direct supervision of all administrative and supervisory personnel and the maintenance of an effective supervisory program for all district employees.

Terms of Employment: Number of work days and hours, benefits and salary per the appropriate negotiated agreement and/or contract with the designated administrator(s) and the Board of Education.

Evaluation: Per Board policy, evaluation to be completed by the Board of Education.

Policy Reference:

CBG District Administrator Performance Evaluation

CBG ADM District Administration Performance Assessment

LEGAL REF.:

Sect. 118.24 Wisconsin Stats.

121.02 (1)(a)

PI3, Wisconsin Administrative Code

8.01(2)(a)

Policy Adopted: January 23, 1985

Policy Revised: May 8, 1986; July 12, 2000; May 16, 2001; September 11, 2013;
October 22, 2014; June 19, 2019