

## Qualifications and Duties of the Superintendent

- Qualifications:
1. Appropriate Oregon administrative license with a superintendent's endorsement or a transitional superintendent license;
  2. M.A. (doctorate preferred) in educational leadership, supervision or administration;
  3. Prior experience at the central office level in public school leadership.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 to 584-080-0161.

Reports To: Board of Education

Supervises: Directly or indirectly, every district employee.

Job Goal: To provide leadership in developing and maintaining the best possible educational programs and services.

### PERFORMANCE RESPONSIBILITIES

#### Educational Planning

1. Formulates school objectives, policies, plans and programs, and prepares (or causes to be prepared) and presents facts and explanations necessary to assist the Board in its duty of legislation for the schools;
2. Conducts continuous evaluation of the progress and needs of the schools and keeps the Board informed;
3. Ensures the decision-making structure is in place to carry out Board policy IF - Curriculum Development and Review and reports to the Board annually the implementation of this policy;
4. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences and by other appropriate means, and keeps the Board informed of trends in education.

## **Organization and Control**

1. Recommends policies on organization, finance, instruction, school plant and all other functions of school programs;
2. Recommends the number and types of positions required to provide proper personnel for the operation of school programs;
3. Assigns, transfers and defines the duties of all personnel;
4. Administers the contract and salary schedule for all professional personnel and assists in developing the recommended salary policy and structure;
5. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action;
6. Supervises the development and maintenance of sound evaluation and accountability systems for employees of the school system.

## **Leadership and Staff Relationships**

1. Administers the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board;
2. Supervises the preparation and presentation of the annual budget for approval;
3. Represents the district as its fiscal and administrative agent on all federal programs;
4. Represents the district to obtain state surplus property;
5. Counsels with employees to resolve complaints, difficulties and other matters related to personnel management, works with difficult and sensitive personnel matters;
6. Delegates duties and responsibilities to other employees of the district. The delegation of duties and responsibilities will not relieve the superintendent of responsibility for the action taken under such delegation;
7. Acts, if action is necessary, in any matter not covered by Board policy. Reports such action to the Board and recommends policy in order to provide guidance in the future;
8. Identifies needs and priorities for the improvement of the district, and works to promote continual growth and improvement.

## **Community Relationships**

1. Keeps the public informed of modern educational practices and trends and the policies, procedures and concerns of the district's schools;

2. Represents the school before the public and maintains a program of publicity and public relations to keep the public informed;
3. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and support for overall school objectives and programs, and to interpret Board policies and administrative directives.

**Student Relationships**

1. Is available to students, meets to hear their views, interests and needs;
2. Strives to establish a climate that causes students to feel the school is for them and that they are important;
3. Is willing to take the student’s position with adults in the school when appropriate.

**Contribution to Management Team**

1. Attends and participates in all meetings of the Board, except those which are concerned with the superintendent’s employment or when excused by the Board;
2. Keeps informed of activities, accomplishments and concerns of the administration and the Board.

Communicates Board concerns to administrators.

END OF POLICY

**Legal Reference(s):**

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|-----------------------------|-------------------------------------------|-------------------------------------------|
| <a href="#">ORS 327.133</a> | <a href="#">ORS 342.200</a>               | <a href="#">OAR 584-020-0000 to -0045</a> |
| <a href="#">ORS 332.075</a> |                                           | <a href="#">OAR 584-036-0035(1)</a>       |
| <a href="#">ORS 332.515</a> | <a href="#">OAR 581-022-0102 to -1940</a> | <a href="#">OAR 584-046-0005 to -0024</a> |
| <a href="#">ORS 342.125</a> | <a href="#">OAR 581-023-0006 to -0041</a> | <a href="#">OAR 584-080-0151</a>          |
| <a href="#">ORS 342.143</a> | <a href="#">OAR 581-023-0104</a>          | <a href="#">OAR 584-080-0152</a>          |
| <a href="#">ORS 342.173</a> | <a href="#">OAR 581-023-0112</a>          | <a href="#">OAR 584-080-0161</a>          |
| <a href="#">ORS 342.175</a> | <a href="#">OAR 581-023-0220 to -0240</a> |                                           |

**Cross Reference(s):**

CBG - Evaluation of the Superintendent