

**EVALUATION OF THE SUPERINTENDENT**

**Description of Position**

The Superintendent is directly responsible for the instructional program and for the administration, management and operation of the school to which he/she is assigned.

**Major Duties and Responsibilities**

1. Implements the district-approved program of instruction in accordance with the needs of students.
2. Participates in, and makes recommendations regarding, the selection and assignment of all certificated and appropriate classified school personnel.
3. Assumes responsibility for supervision and evaluation of all certificated school personnel.
4. Under direct supervision of the Superintendent, supervises all certificated personnel and classified personnel directly assigned to the school staff.
5. Assumes responsibility for a healthy environment and safe school facilities.
6. Interprets the school and district programs, policies and procedures to students, staff, parents and members of the community.
7. Maintains accurate records and prepares reports as needed.
8. Develops and implements school master schedule and determines teaching assignments.
9. Assumes responsibility for a total school atmosphere that is conducive to optimum student growth and learning.
10. Assumes responsibility for establishing and maintaining a working relationship with his/her staff that engages and supports the energies and talents of the staff in as much as it is in the principal's power.
11. Develop school budget requests and administers the expenditure of site funds.
12. Participates in the development of district policies as a member of the administrative team.
13. Participates in the ongoing development and evaluation of the District's instructional program.

**EVALUATION OF THE SUPERINTENDENT** (continued)

14. Delegates the necessary authority to assist assigned staff members in the management and operation of the school.
15. Coordinates staff development opportunities for teaching personnel within the school.
16. Provides school leadership in implementing categorically funded programs according to Federal, State and district guidelines.
17. Implements a program of community relations as a means of interpreting and furthering school programs through Booster Club and other community organizations.
18. Oversees the site Special Education Program
19. Performs other duties as assigned.

**Minimum Qualifications**

1. Credential: Valid California credential authorizing service as an administrator at the secondary school level.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of school administration with emphasis on secondary school administration and curriculum development required.
3. Experience: Three to five years of successful teaching and administrative experience at the secondary school level; experience in curriculum development is desirable.