

## WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

### **TITLE: SUPERINTENDENT**

**EMPLOYEE CLASSIFICATION:** Exempt, Certified

### **MINIMUM QUALIFICATIONS:**

- Arizona Superintendent certification
- Arizona Principal certification
- Arizona Teacher certification
- Minimum of 20 years in the education profession with at least 5 years teaching experience and 5 years as a principal preferred
- Have recent experience as Superintendent or other key District Office positions preferred
- Currently active in public school administration or business administration
- Successful experience as an educational leader and strategic planner, capable of delegating administrative authority
- Experience working with a multi-cultural population
- Experienced in school finance, planning, personnel management, curriculum development, public relations, and federal programs administration

**OVERVIEW OF JOB DESCRIPTION:** The Superintendent is the Board's chief executive officer and the administrative head of all divisions and departments of the schools system. It is his or her duty to administer the policies of the Board and to provide leadership for the entire school system. The Superintendent is the professional consultant to the Board and, in this capacity, makes recommendations to the Board for changes in Board policies and the educational program.

The Superintendent provides the initiative and the technical guidance for the improvement of the total program of the school system. The delegation of authority for the operation of the various functions of the school system is one of his or her duties. He or she is, however, responsible to the Board for all functions of the school.

The Superintendent will have complete freedom to organize, reorganize and arrange the administration and supervisory staff which in his/her judgment best serves the Winslow Unified School District No. 1. The administration of instruction and business affairs will be lodged with the Superintendent and administered by him/her with the assistance of his/her staff. The responsibility of selection, placement and transfer of personnel shall be vested with the Superintendent and his/her staff.

### **PERFORMANCE RESPONSIBILITIES:**

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Administers the development and maintenance of a positive educational program designed to meet the needs of the community and carry out the policies of the Board of Education.
3. Develops, implements, and supervises policies on organization, finance, instruction, school plant, and all other functions of the school program.
4. Confers regularly with professional and lay groups concerning the school program, and transmits to the Board suggestions gained from such conferences.
5. Supervises the preparation of the annual budget and recommends it to the Board for approval.
6. Attends, and participates in, all meetings of the Board, except executive sessions of those meetings which are concerned with the Superintendent's employment.
7. Conducts a continuous evaluation of the progress and the needs of the schools, and keeps the public informed.
8. 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.
9. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such facts, objective information, and reports as are needed to ensure the making of informed decisions.
10. Informs and advises the Board about the programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.

11. Holds such meetings of the District's administrators and/or employees, as necessary, for the discussion of matters concerning the improvement and welfare of the schools.
12. Recommends capital improvement projects to the Board.
13. Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy or the expenditure of substantial sums of money.
14. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.
15. Recommends to the Board the appointment or dismissal of all employees of the District.
16. Ensures that all employees are evaluated in accordance with the schedule established by the Board.
17. Determines assignments, defines the duties and coordinates and directs the work of all employees of the District.
18. Recommends all promotions, demotions, and salary changes to the Board.
19. Communicates to all employees all actions of the Board relating to personnel matters, and receives from employees all communications to be made to the Board.
20. Represents the schools before the public, and maintains, through cooperative leadership, both within and without the schools, public information and public relations programs to keep the public informed of activities and successes of the schools.
21. Supervises implementation of all constitutional statutory laws, state regulations, and Board policies.
22. Oversees the processing and submission of required reports.
23. Takes prompt action to implement all directives of the Board.
24. Advises the Board on the need for new and/or revised policies.
25. Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
26. Performs such other tasks as may be assigned by the Board.

**REPORTS TO:** Governing Board

**SUPERVISES:** The Superintendent shall supervise, either directly or through delegation, all activities and all personnel of the school system according to the laws of the state of Arizona, rules of the Arizona State Board of Education, and adopted policies of the Governing Board.

**TERMS OF EMPLOYMENT:** Work year to be in accord with Governing Board Policy. Salary to be determined by individual training and experience level.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with provisions of the Governing Board's policy on evaluation of Superintendent.

**ADA ACCOMMODATIONS:** Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.