



Columbia County School District Job Description

Position Title: Superintendent of Schools		
Department: Columbia County Board of Education	Evaluation Instrument: Performance will be evaluated by the Columbia County Board of Education using the Georgia School Boards Association Superintendent Evaluation Instrument.	
Pay Grade: Established by CCBOE	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Columbia County Board of Education		

MINIMUM QUALIFICATIONS

Education: Education Specialist (Ed.S.) degree or higher in Administration and Supervision or Educational Leadership is required, doctorate preferred; must hold or be eligible for an L6 or higher Georgia Leadership certificate in Educational Leadership.

Essential Knowledge/Skills: Knowledge of Board policies, Georgia statutes, policies and procedures of the Georgia Board of Education, and regulations of the Georgia Department of Education. Awareness of community attitudes toward the schools, sources of school support, community expectations for the schools, curriculum and instructional theory and practices, management principles and financial planning, management information systems and leadership techniques is essential. The position requires, among other qualities, managerial, observational, communications, and leadership skills and abilities, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities. Shall be of good moral character and not convicted of any crime involving moral turpitude.

Experience: Minimum of ten years experience, including three as a district level administrator; three years as a school level administrator; three years experience as a classroom teacher; concentration in administration, supervision, curriculum, finances and personnel management.

GOAL

Serves as chief administrative officer of the Columbia County School System. The superintendent operates under the policy direction of the Board and in accordance with federal and state laws; provides assistance to the Board in developing, formulating, and revising guidance documents in school finance, school program planning, and educational program review. The superintendent has the authority to specify actions required and to detail how the schools will operate. Work is accomplished by providing leadership to the school system employees and members of the community, and by system management that recognizes the need to achieve student, staff and Board goals, as well as the system improvement plans and objectives. Communications are provided to all levels within the school system, the county government, the publics served by the schools, state organizations and agencies. Each of the programs must be conducted in compliance with policies and procedures of the Board of Education, as well as state rules and regulations and state and federal statutes.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

TASK 1: PERFORMS AS EDUCATIONAL LEADER OF THE SCHOOLS

- 1.1 Supervises and evaluates assistants.
- 1.2 Oversees planning and evaluation of curriculum and instruction.
- 1.3 Maintains a current knowledge of developments in curriculum and instruction.
- 1.4 Prepares long- and short-term goals for the system, including student achievement.
- 1.5 Communicates vision/mission to school personnel.
- 1.6 Participates in professional activities to enhance knowledge and skills.

TASK 2: SERVES AS CHIEF EXECUTIVE OFFICER OF THE SCHOOL BOARD

- 2.1 Implements policies of the school board.
- 2.2 Reports to the school board about the status of programs.
- 2.3 Recommends actions and alternatives to the board.
- 2.4 Acts as liaison between the school board and school personnel.
- 2.5 Informs the board about rules and regulations of the Georgia Board of Education and state and federal laws.
- 2.6 Informs the board about current trends and developments in education.

TASK 3: OVERSEES STAFF PERSONNEL MANAGEMENT

- 3.1 Has a recruitment plan and organizes recruitment of personnel.
- 3.2 Recommends the assignment of personnel to schools and offices.
- 3.3 Ensures administration of human resource policies and programs
- 3.4 Plans and implements a personnel evaluation system that differentiates the performance of employees in the system.
- 3.5 Maintains up-to-date job descriptions for all personnel.
- 3.6 Oversees the planning and evaluation of the professional learning program.

TASK 4: OVERSEES FACILITIES MANAGEMENT

- 4.1 Prepares long- and short-range plans for facilities and sites.
- 4.2 Ensures the maintenance of school property.
- 4.3 Monitors any construction, renovation, or demolition of school facilities.
- 4.4 Maintains and implements policies for the use of school property.
- 4.5 Oversees and implements policies for safe school facilities.

TASK 5: OVERSEES FINANCIAL MANAGEMENT

- 5.1 Prepares budget.
- 5.2 Ensures that expenditures are within limits approved by the school board.
- 5.3 Monitors compliance with policies and laws.
- 5.4 Reports to the school board on the financial condition of the school system.
- 5.5 Establishes and monitors procedures for procurement of equipment and supplies.

TASK 6: DIRECTS COMMUNITY RELATIONS ACTIVITIES

- 6.1 Articulates educational programs and needs to the community.
- 6.2 Maintains contact with news media.
- 6.3 Participates in community affairs.
- 6.4 Involves the community in planning and problem-solving for the schools.

TASK 7: OVERSEES STUDENT SUPPORT SERVICES

- 7.1 Monitors student support services.
- 7.2 Monitors student data collection and state reporting.
- 7.3 Implements policies and programs relating to behavior and discipline of pupils.
- 7.4 Maintains programs for the health and safety of pupils.
- 7.5 Acts as liaison between schools and community social agencies.
- 7.6 Monitors the student transportation system.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2017