

SUPERINTENDENT OF SCHOOLS

TITLE:	Superintendent of Schools
REPORTS TO:	Board of Education
SUPERVISES:	Cabinet Members, Administrative Assistants
JOB FUNCTION:	The Superintendent shall serve as the professional executive of the Board.

DUTIES AND RESPONSIBILITIES:

- Performs such duties as are set forth in the Kentucky Revised Statutes and in the regulations of the State Board of Education.
- Assists in the development of and is responsible for the implementation and execution of policies adopted by the Board of Education.
- Keeps the Board informed on issues, needs, and operation of the school system.
- Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
- Works with the staff in presenting and interpreting school problems to the Board.
- Assists the Board in its efforts to interpret public opinion concerning the schools.
- Solicits, gives attention to, and makes response to problems and opinions of community groups and individuals.
- Encourages collaborative relationships with businesses and industries in the community.
- Develops a cooperative relationship with all news media.
- Undertakes long-term analysis and projection of staffing needs and availability.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Develops and executes sound personnel procedures and practices for initial employment, promotions, assignments and transfers and termination actions.
- Develops a comprehensive plan for performance evaluation of all employees.
- Implements the Board-adopted Affirmative Action Plan and Equal Employment Opportunity goals of the district.
- Establishes appropriate staff development programs.
- Develops a plan of long range goals and objectives for the school system and provides opportunities for staff and community to engage in long-range planning activities.
- Implements a system of internal communication in the schools.
- Takes steps, through a continuous self-improvement program, to keep abreast of trends and practices in education.
- Evaluates the school program, advises the Board of school needs, and makes recommendations to the Board for meeting those needs.
- Recommends to the Board an annual budget that is realistic in terms of the district's resources and reflects priorities of the Board.
- Establishes sound financial procedures and practices which ensure accountability for all revenues, expenditures, and allocations.
- Leads the Board, the staff, and the community in a cooperative and continuous effort to improve the total school program.
- Participates actively in community affairs and projects a positive image for the district.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA in education or related field
- MA in education or related field
- Leadership experience

LICENSES AND OTHER REQUIREMENTS:

- Superintendent certification

Original Date: 01/1995

Revision Date: 07/2012

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