

# Farragut School District

**Job Title:** SUPERINTENDENT

**Reports to:** School Board

**FLSA Status:** \_\_\_ Exempt \_\_\_ Non-Exempt

**Status:** \_\_\_ Full Time \_\_\_ Part Time  
\_\_\_ Hourly \_\_\_ Salary

**Date Revised:** 10-9-06

**Basic Function:** The superintendent is responsible to carry out duties as assigned by the board of education. Such duties include using leadership and communication skills in working with administration, teachers, counselors, area agency personnel, professional associates, and classified personnel to develop a climate that promotes quality educational practices and services.

## Essential Functions:

1. Problem analysis and problem-solving skill; seek out relevant data, analyze complex information and determine important elements of a situation.
2. Identify educational needs, set priorities and establish short and long-range goals and plans.
3. Recognize when a decision needs to be made by the superintendent or Board of Education and delegate decision-making when appropriate.
4. Provide leadership to groups to carry out Board policies and decisions to implement district goals by forming consensus, getting others involved and keeping the group focused on the issues.
5. Perceptive of the needs, concerns and issues of others.
6. Conflict resolution skills and respectful when dealing with persons of different opinions.
7. Self-motivated and dedicated to see tasks through to completion.
8. Receptive to change and new ideas.
9. Perform effectively under pressure.
10. Excellent communication: oral and written.
11. Honor diversity and equal opportunity for all students and staff.
12. Maintain high standards of ethics, honesty and integrity.
13. Knowledgeable of current educational issues and their impact on the educational program.
14. Knowledgeable of collective bargaining.
15. Knowledgeable of legal issues that affect schools.
16. Understand the teaching/learning process, programs, curriculum and instructional improvement at all grade levels.
17. Competent in fiscal management and budgeting.
18. Able to create high expectations for staff, students and community.
19. Serve as the chief executive officer of the Board of Education:
  - a. Provide direction for the district by evaluating data, involving appropriate staff, parents and community members and assisting the Board of Education in developing short and long-term goals.
  - b. Ensure that district curricular programs are based upon student needs, community expectations and appropriate educational research.
  - c. Monitor student achievement and ensure that program changes are based upon improving student achievement.
  - d. Provide effective staff development programs for all staff.

- e. Ensure that the staff evaluation policies and procedures are implemented.
- f. Provide for effective, on-going communication with the Board of Education, school personnel, parents, district legal counsel, and the community.
- g. Ensure the district facilities are conducive to a positive learning environment.
- h. Ensure the district programs are conducive to a harassment-free environment.
- i. Ensure that appropriate accounting and control procedures are applied to all fiscal transactions.
- j. Ensure compliance with statutes, rules and regulations relating to district operations.
- k. Participate in professional growth activities.
- l. Promote and support positive student conduct.
- m. Promote a program for children with special needs.
- n. Prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to ensure the making of informed decisions.
- o. Act on own discretion if emergency action is necessary in any matter not covered by Board policy, report such action to the Board as soon as practicable, and recommend policy in order to provide guidance in the future.
- p. Supervise methods of teaching, supervision, and administration in effect in the schools.
- q. Suspend any employee for just cause and report such suspension to the Board.
- r. Report to the Board the case of any employee whose service is unsatisfactory and recommend appropriate action.
- s. Submit 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.
- t. Prepare the annual operating budget recommendations and implement the Board approved budget.
- u. Establish and maintain efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- v. Maintain directly or through delegation such personnel records, pupil accounting records, business records, and other records that are required by law and by Board policy.
- w. Make recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements for safety.
- x. Make recommendations with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district.
- y. Represents the district in its dealings with other school systems, institutions, agencies, and community organizations.
- z. Establish and maintain a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and the community.

**Specifications/Qualifications:**

- a. Iowa Licensure for Superintendent
- b. Successful teaching and administrative experience

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Any employee not covered by a negotiated contract agreement is an "at-will" employee.

A signed copy of this job description should be placed in the employee's personnel file.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised by the Farragut Board of Directors \_\_\_\_\_.