

## **Qualifications and Duties of the Superintendent**

### **General Qualifications:**

1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license.
2. Successful experience as an educational leader and administrator.
3. Successful teaching experience at the elementary and or secondary level.
4. In lieu of experience and training requirement above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161.
5. Other qualifications as determined by the Board.

### **Board Governance:**

1. Maintain Board policies, by-laws and administrative regulations in current status.
2. Schedule meetings, prepare an agenda and record minutes for all Board meetings and other committee meetings authorized by the Board.
3. Attend all regular and special meetings and executive sessions of the Board unless excused by the Board.
4. Review on an on-going basis all adopted Board policies and make recommendations for needed changes.
5. Advise, inform and make recommendations to the Board on matters of policy and other required actions on district operations.
6. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information, reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it.

### **Administration:**

1. The superintendent will understand and model appropriate value systems, ethics and moral leadership. The superintendent will also exhibit multi-cultural and ethnic understanding and will work with services and agencies to help students grow and develop as caring and informed citizens.
2. Ability to motivate other administrators and significantly involve them in the decision-making process.
3. The superintendent is the chief executive officer and has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities however, will not relieve the superintendent of responsibility for the action taken under delegation.
4. Delegation of the superintendent's responsibilities should be documented.
5. As part of a schedule will regularly visit all district facilities and institute and carry out such regulations as may be necessary to attain their efficient operation.

### **Fiscal Management**

1. Maintain continuous budget control.
2. Prepare and administer all contracts approved by the Board.
3. Supervise and manage special funds and programs, make applications for federal, state or other possible available funds as the district's official representative.
4. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's annual budget.
5. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district, and serve as custodian of all district funds.

### **Support Services:**

1. Manage the district's safety program, student/staff transportation policies and management of Building/Grounds.
2. Manage the Food Service Program as per Board policies.

### **Facilities:**

1. Recommend plans for repair, maintenance or new construction of all district facilities and once approved by the Board plans are properly executed.
2. Maintain a continuous inventory of all district property, equipment, furniture, materials and supplies.

### **Personnel:**

1. Manage negotiated contracts between employees and the district.

2. Develop and maintain a file of a complete list of position descriptions with job descriptions within each classification for all classes of personnel, regularly review and change those descriptions as needed or directed by the Board.
3. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees, including handbooks.
4. Recommend to the Board the appointment, renewal, contract extension, contract non-renewal or non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.
5. Evaluate and document the performance of designated district administrative personnel along with licensed and classified personnel in accordance with Board policy, state law and or collective bargaining agreement.
6. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, and collective bargaining agreements, as applicable.
7. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable.

**Negotiations:**

1. Experience in administrating collective bargaining agreements. The superintendent will understand collective bargaining laws and processes, contract management and effective relationships with bargaining groups.
2. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups.
3. Serve as a member of the Board's negotiations team, make recommendations to the Board on all issues as well as directing the implementation and administration of all agreements resulting from consultation or negotiation process.

**Instruction:**

1. Knowledge and experience of curriculum development, implementation and evaluation. The superintendent will design curriculum and strategic planning to enhance teaching and learning using valid assessments and the use of technology.
2. The superintendent will understand and use research findings on learning and instructional strategies and resources to maximize student achievement. Leadership will focus on applying research and best practices.
3. The superintendent serves as the educational leader to the Board, staff, community and professional peers.

**Students:**

1. Maintain and manage Board policies regarding students with regular review by Administrators.

2. Review Board policies in connection with reference in handbooks available to students, staff, parents and community people.

**Community Relations:**

1. Be an active, involved member in one or two community organizations.
2. The superintendent will demonstrate the skills necessary to establish and maintain effective two-way communications with the students, staff, parents and the community as a whole, including beneficial relationships with the media. The superintendent will elicit and respond to community feedback and build community support for the district.
3. Attend local, state meetings, conferences and workshops as deemed beneficial to the interests of the district.
4. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public.