Orchard View School District Position Description

Position Title: Superintendent
Department: Central Office
Reports To: Board Of Education
Prepared By: Date:
Approved By: Date:

SUMMARY: Under direction of the Board of Education, manages the school district acting as an agent of the Board. Provides information and input to the Board, manages school business and provides liaison between the community and the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

Acts as the agent of the Board of Education.
Establishes and prepares meeting agendas, presents items for consideration to the Board, responds to inquiry from the Board.
Manages a staff of administrators including the Assistant Superintendent, if applicable, , Directors, and Principals.
Ensures the communication and interpretation of Board decisions and requests to staff.
Provides goal setting and problem solving to staff.
Recommends hiring to Board and evaluates performance.
Responds to staff and community regarding questions or problems about school operations.
Ensures communication between district and bargaining units.
Recommends policy and program decisions to the Board.
Develops administrative rules and procedures to implement Board policy.
Makes weekly building visits.
Liaison between district and media
Attends a minimum of 2 nightly board meetings per month
Attends committee meetings
Oversees the preparation of the annual budget.
Interviews candidates and recommends candidates to the Board for hiring.
Attends various organizational meetings outside district.
Ensures compliance with appropriate State and Federal Constitutional and statutory rules and regulations

SUPERVISORY RESPONSIBILITIES:
Manages directors and administrators who supervise a total of 450 employees in the Finance/Planning, Curriculum/Staff Development, Community Education, Special Education, Principals, and Personnel/Employee Relations, Athletics, Vocational Education and Building and Student Services Departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Master's Degree in Educational Management and/or Administration and must have strong leadership skills, communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS:
Meet CEU/ academic Certification for Superintendent, Certification for Central Office Administration through MDE.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:
Must be able to speak on demand to large groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk and talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl.   Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet and at meetings moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.