

SUPERINTENDENT OF SCHOOLS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised July, 1982 Revised September, 2004	Superintendent

Minimum Requirements:

Hold a valid Idaho Certificate in Educational Administration endorsed for the superintendency and such other requirements as established by the Board of Trustees.

Duties and Responsibilities:

1. CURRICULUM DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT

- 1.1. Provide leadership in organizing and administering programs to improve curriculum and instruction in the district.
- 1.2. Promote the development of evaluation processes and programs to determine the effectiveness of instruction within the schools of the district.

2. STAFF PERSONNEL

- 2.1. Be responsible for the coordination of the selection, assignment, supervision, evaluation, transfer, and discharge of all school personnel.
- 2.2. Confer with the Director of Human Resources about recommendations made to the Board of Trustees relative to the selection, assignment, transfer, and discharge of all school personnel.
- 2.3. Provide leadership in the establishment of procedures for evaluation of staff performance.
- 2.4. Organize and plan with the staff in the development and implementation of board policies, procedures, rules, and regulations affecting staff personnel. (See also 9.4)

3. PUPIL PERSONNEL

- 3.1. Provide leadership for the establishment and evaluation of educational programs in relation to the student needs which are consistent with district philosophy and objectives.

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4. FINANCIAL AND BUSINESS MANAGEMENT

- 4.1. Provide leadership in the development and preparation of the annual budget.
- 4.2. Provide leadership for the accounting and management of the school district budget.
- 4.3. Provide leadership for the completion of all necessary financial and statistical reports for school district records and for the appropriate governmental agency.

5. SCHOOL BUILDINGS, EQUIPMENT, AND INSTRUCTIONAL MATERIALS

- 5.1. Provide leadership and supervision in the development of effective programs for the proper maintenance, operation, and renovation of current facilities.
- 5.2. Provide leadership for the long range planning in determining needs for new building construction and associated equipment, land, etc.

6. SCHOOL COMMUNITY RELATIONS

- 6.1. Serve as a representative of the schools before the public.
  - 6.1.1. Use the best available means of keeping the patrons of the district informed concerning the work, progress, and needs of the district's schools.
  - 6.1.2. Provide procedures whereby the patrons of the district can have input into the total education program.
  - 6.1.3. Initiate programs and procedures mobilize community resources which improve educational opportunities for students.
- 6.2. Confer with parents and citizens regarding application of policy and operation of educational programs.

7. PROFESSIONAL GROWTH

- 7.1. Promote professional growth of school staff by maintaining a personal program of professional growth.
- 7.2. Participate in professional growth activities for improvement of knowledge and skill through study, travel, conferences, professional meetings, self-appraisal, etc.
- 7.3. Keep informed about current administrative, instructional, and organizational trends in the areas of responsibility.

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8. SUPPORTIVE SERVICES

- 8.1. Provide leadership to determine the need for supportive services to organize and administrate an effective delivery system of such services to staff and students.

9. ORGANIZATION AND ADMINISTRATION

- 9.1. Serve as chief executive officer for the Board of Trustees, and as such be responsible to the Board.

- 9.1.1. All school employees shall be subordinate in authority and responsible to the superintendent.

- 9.2. Keep the Board of Trustees informed regarding the educational needs of pupils, staff, and community.

- 9.3. Provide leadership for the activities of the District Administration and Administrative Council.

- 9.4. Provide recommendation to the Board of Trustees for development, implementation, and evaluation of new policy, procedure, rules, and regulations.

- 9.5. Participate in all meetings of the Board of Trustees except those in which the superintendent of school's position or salary is under consideration.

- 9.6. Serve as the representative of the district with public and private agencies, including local, federal, and state units.