

QUALIFICATION AND DUTIES OF SUPERINTENDENT (Job Description)

Adopted: January 9, 1973

Revised: June 17, 1997

Revised: September 3, 2002

Page 1 of 3

POSITION DESCRIPTION

TITLE - SUPERINTENDENT OF SCHOOLS

POSITION QUALIFICATIONS

Education/Certification:

- * Doctoral degree desirable, specialist degree required.
- * Hold, or be qualified to hold certification as superintendent in the state of Colorado.

Experience:

- * Ten years experience in both teaching and administration, including building level and central office administrative experience.
- * Demonstrated leadership ability in working with students, staff, parents and the general public.

Other:

- * Commitment to the education of pupils as the primary responsibility of district;
- * Possession of integrity and reliability in relationships with all publics;
- * Acceptance of accountability for personal and professional actions;
- * Effective oral and written communication skills with individuals and groups;
- * Knowledge of current trends in education;
- * Evidence of continued professional training and growth;
- * Maintenance of active status in professional organizations.

LINE/STAFF RELATIONSHIP

Major Relationship:

Line

Immediate Supervisor:

Board of Education, herein referred to as "Board"

Positions Directly Supervised:

Executive Directors of Student Performance
Executive Director of Human Resources
Executive Director of Support Services
Executive Director of Technology Services
Executive Director of Student Services
Coordinator of Communications Services
Physical Activities Supervisor
Attendance Officer
Executive Assistant
Secretary

SUPERVISES

Directly or indirectly, all employees of the District.

GENERAL FUNCTION

The Superintendent is the Board's chief executive officer and the administrative head of all divisions and departments of the school system. It is the Superintendent's duty to administer the policies of the Board and to provide leadership for the entire school system.

The Superintendent is the professional consultant to the Board, and in this capacity makes recommendations to the Board for changes in policies and educational program.

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Page 2 of 3

The Superintendent provides the initiative, the driving force, and the technical guidance for the improvement of the total program of the school system. The delegation of responsibility and authority for the management of the school system is a prime duty. However, the Superintendent is ultimately responsible to the Board for all functions of the school system.

PERFORMANCE STANDARDS

1. Inspires a shared vision that leads to vigorous, collective action for enhancing student growth and performance.
 - 1.1 Participates in various civic, service and community groups as a means of promoting understanding and support for district goals and programs.
2. Anticipates problems and conflicts and views them as opportunities to initiate thoughtful action and productive innovation.
 - 2.1 Anticipate, interpret and respond effectively to new conditions, situations, problems and opportunities.
 - 2.2 Accomplish resolution of crisis with a minimum of recurring problems.
3. Uses and encourages rigorous and creative thinking that challenges current practices, honors diversity and leads to better outcomes.
 - 3.1 Maintain dynamic approach in recommending adoption of new programs and evaluation of current programs.
 - 3.2 Submit, for Board consideration, appropriate recommendations based on study and analysis.
4. Communicates and collaborates across the organization and community with the intent of building trust, developing relationships, involving others to decision-making, sharing information and fostering teamwork.
 - 4.1 Provide meaningful communication to the Board in a timely and appropriate manner on matters related to current and future operation of the district.
 - 4.2 Direct communication efforts with various publics.
 - 4.3 Foster a working relationship with the media, and provide accurate and timely information for the community.
 - 4.4 Create opportunities for resident involvement in district affairs.
 - 4.5 Promote use of community resources to enhance programs.
5. Shapes an "environment for excellence" that models honesty and integrity, fosters self-motivated and self-renewing behavior, and enables and entrusts others to perform at their best.
 - 5.1 Define areas of responsibility, delegation of authority and work relationships for administrative personnel.
 - 5.2 Direct the decision-making process in a manner reflecting knowledge of Board policy, ideals of the community and ramifications of chosen and alternative courses.

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Page 3 of 3

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6. Supports continuous growth, fulfillment and vitality of self and others so as to add value to the organization.
 - 6.1 Serve as a model for staff by showing sustained effort and enthusiasm in the quality and quantity of work accomplished.
 - 6.2 Inform staff regarding the public perception of education.
 - 6.3 Influence the need for communicating the achievements of student and staff personnel.
 - 6.4 Promote the employment and retention of highly qualified personnel for all district positions.
 7. Evaluates performance and progress of self, students, personnel, programs and the organization toward realization of the district mission.
 - 7.1 Provide for planning, evaluating and reporting of district programs.
 - 7.2 Lead and direct the District Strategic Planning Process.
 - 7.3 Assist the Board on an annual basis to evaluate the district progress on established priorities.
 - 7.4 Discuss emerging educational/district issues with the Board on a regular basis.
 - 7.5 Collaboratively identify present and future needs of the district.
 - 7.6 Ensure effective supervisory and evaluation procedures are established for all personnel.
 - 7.7 Monitor the progress of negotiations with bargaining units.
 8. General
 - 8.1 Make all administrative decisions necessary to the proper functioning of the district.
 - 8.2 Serve as chief executive officer for the Board.
 - 8.3 Interpret and implement district policy.
 - 8.4 Promote and develop a professional working relationship between Board members and the superintendent.
 - 8.5 Advise and assist the Board in the policy-making process.
 - 8.6 Plan and develop Board agendas in consultation with the Board chairperson and another member of the Board.
 - 8.7 Perform other duties as may be assigned by the Board from time to time.

Legal References:

22-32-110(1)(g), C.R.S.

22-33-102 (4), C.R.S.

22-32-126, C.R.S.

22-33-105(2), C.R.S.