

## Cottonwood Joint School District No. 242

### Superintendent Job Description

#### **QUALIFICATIONS:**

1. A valid Idaho Superintendent's certificate
2. Prior superintendent's experience is desirable but not required.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** The District Board of Education.

**SUPERVISES:** Direct or indirect supervision of all district employees.

**JOB GOALS:** To serve as the district's chief administrative officer and professional advisor to the Board in the formulation of plans and policies. To make recommendations pertaining to the welfare of the schools and to develop procedures and practices to implement Board policies. To keep the citizens of the district well informed on all aspects of school operations. To provide leadership in developing and implementing the most effective educational programs possible and to delegate to other administrative and supervisory staff the responsibility for various segments of the district's operations.

**PERFORMANCE RESPONSIBILITIES:** The Superintendent will:

1. Assist the Board in policy development and enact procedures which implement their expressed intent.
2. Provide instructional leadership in such a manner that students receive an education that will enable them to fulfill an optimum role in society.
3. Uphold the rights of students; hold them accountable for regular attendance and appropriate conduct; apply appropriate corrective action in the event of misconduct; and take necessary action in the interest of their general welfare.
4. Facilitate interaction and participation between schools, parents and various community groups.
5. Select, develop and evaluate staff for the purpose of achieving the goals of the district. Make recommendations for hire and dismissal of staff members to the Board.
6. Assign responsibilities to administrators and hold them accountable for accomplishment of specific goals. Perform administrator evaluations and provide the Board with copies of the evaluations.
7. Develop budgets and monitor expenditures which reflect the fiscal ability of the district and the needs and desires of the Board community and staff.

8. Maintain and/or upgrade the buildings and grounds of the district in order to assure maximum learning opportunities for students and to protect the health and safety of students and staff.
9. Monitor all support programs to insure that necessary student services are being provided in a safe, healthful and efficient manner. Supervise and evaluate support staff.
10. Protect the district from risk of loss due to damage of physical property or to action or to action or nonaction of its staff.
11. Insure that all necessary reports are made to the State Department of Education and other agencies in a correct and timely manner.
12. Represent the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
13. Attend such conventions, conferences, meetings and workshops as are necessary to keep abreast of the latest educational trends and requirements.
14. Provide opportunities for district staff members to attend staff development meetings and workshops in their areas of service.
15. Perform other such tasks as may be assigned by the Board.

**TERM OF EMPLOYMENT:** Employment will be for twelve months a year with salary and vacation time as prescribed by the Board. The Board may offer a contract of one, two or three year duration, renewable on a yearly basis.

**EVALUATION:** Job performance will be evaluated not less than one time each year by the Board of Trustees. The evaluation will be completed during the regular Board meeting in January.