

Todd County School District Policy Regulation: CBB-R

JOB DESCRIPTION

TITLE: Superintendent of Schools

QUALIFICATIONS:

1. Current South Dakota Teachers Certificate with Superintendent's endorsement
2. Minimum of Master's Degree
3. Successful experience as an educational leader and administrator with not less than five years public school experience.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, all employees of the district

JOB GOAL: To provide for effective administration of all schools and departments and educational leadership throughout the school system and community.

PERFORMANCE RESPONSIBILITIES:

1. Administers, as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the board.
2. Serves as an *ex-officio* member of the board and attends and participates in meetings of the board.
3. With the Board President, prepares the proposed meeting agendas and submits to the board recommendations relative to matters requiring board action, placing before the board such facts, information, and reports as are needed to ensure the making of informed decisions.
4. Assumes responsibility, jointly with the business manager, for the overall financial planning of the district and for the preparation of the annual budget, and with the business manager submits it to the board for review and approval.

5. Recommends for employment employees of the district, and assigns, transfers, and recommends for dismissal employees of the district.
6. Represents the district in its dealings with other school systems, institutions and agencies, community organizations, and the general public.
7. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the board informed of trends in education.
8. Holds such meetings of administrator, teachers, and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
9. Recommends to the board for its adoption courses of study curriculum guides, and major changes in texts and time schedules to be used in the schools.
10. Recommends to the board building alterations, additions, new equipment and the improvement of grounds and shall be responsible for supervising and administering capital outlay improvements.
11. Makes recommendations to the board concerning the transportation of pupils in accordance with the law and the requirements of safety.
12. Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program.
13. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practical, and recommends policy in order to provide guidance in the future.
14. Performs such other tasks as may from time to time be assigned by the board.

TERMS OF EMPLOYMENT: Twelve months a year. Contract terms and salary to be negotiated with the board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions included in the Superintendent's contract.

REVIEWED: August 24, 2015

REVISED: November 26, 2018