SUPERINTENDENT DUTIES

Job Description

DEPARTMENT: Superintendent's Office

JOB TITLE: Superintendent  X  Full Time  ___  Part Time

REQUIREMENTS:

A. Education Level: Education Specialist or be eligible for licensure
B. Certification: Nebraska Administrative and Supervisory Certificate; Endorsed as Superintendent K 12; Valid drivers license
C. Experience Desire: Three years previous administrative experience as a building administrator or central office administrator.
D. Attendance: Performance requires a minimum of 90% attendance
E. Other Requirements: Understanding of organizational systems; knowledge of Nebraska law and school finance, effective schools research, technology and strategic planning. Must possess skill in problem analysis, strong organizational skills, sensitivity to others, and a well reasoned educational philosophy.

REPORTS TO:  Board of Education

RECEIVES GUIDANCE FROM:  Board of Education and Advisory Committees

RECEIVES EVALUATION FROM:  Board of Education

ESSENTIAL FUNCTIONS:

The superintendent is the Chief Executive Officer of the Board of Education and as such has the responsibility for carrying out all policies established by the Board. He/she is responsible for providing professional leadership for the educational program of the schools, and for the development of a system of regularly reporting to the Board all aspects of that program.

Performance Responsibilities

The superintendent shall:

a. Provide leadership and direction for the District;
b. Organize for instruction in the District;
c. Provide for performance evaluation strategies for all personnel;
d. Provide for effective recruitment, selection, and assignment of personnel;
e. Promote and encourage staff development;
f. Communicate standards of expected performance to employees;
g. Provide for effective day to day operation of the district;
h. Promote and maintain a positive school climate;
i. Develop and administer the district budget using sound fiscal practices;
j. Ensure compliance with statutes, rules and regulations;
k. Develop and recommend District policies and procedures;
l. Work cooperatively with legislators and other organizations in the passage of statutes and rules that will improve education in Nebraska; and
m. Provides leadership in areas of facility maintenance, construction, renovation and replacement.
n. Provide for the preparation and maintenance of job descriptions for all administrative personnel.

Professional Responsibilities

a. Sets and works towards annual goals;
b. Participates in professional growth activities;
c. Serves as local spokesperson for public education; and
d. Prepares annual report to patrons.

PHYSICAL REQUIREMENTS:

Sedentary ___ Light ___ Medium X Heavy ___ Very Heavy ___

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<thead>
<tr>
<th>Activity</th>
<th>Never 0%</th>
<th>Occasional 1-32%</th>
<th>Frequent 33-66%</th>
<th>Constant 67%+</th>
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<tbody>
<tr>
<td>A. Standing</td>
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<tr>
<td>B. Walking</td>
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<td>C. Sitting</td>
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<td>D. Bending/Stooping</td>
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<td>E. Reaching</td>
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<td>F. Climbing</td>
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<td>G. Driving</td>
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<td>H. Lifting</td>
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<td>10 Lbs. max.</td>
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<tr>
<td>I. Carrying</td>
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<tr>
<td>20 ft. min.</td>
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<tr>
<td>J. Manual Dexterity Tasks</td>
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<td>Specify: Telephone, Computer, Calculator, Copier</td>
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OTHER REQUIREMENTS (Intellectual, Sensory):

A. Strong oral and written communication skills
B. Skills in leadership, organization, problem solving, and conflict resolution

Approved: December, 2008
Revised: Milford Public Schools
Milford, NE 68405
C. Human relation skills; ability to deal with a diversity of people
D. Ability to work under stress
E. Be personally motivated

WORKING CONDITIONS:
A. Inside X  Outside ___  Both ___
B. Climatic Environment: Heated, Air conditioned, Visits to other facilities may involve extremes of temperature and humidity.
C. Hazards: Communicable diseases, stress

I have reviewed this Job Description and affirm the following (mark the appropriate response):

____ To the best of my knowledge, I can fulfill all the requirements, responsibilities, and activities, including attendance and training aspects, set out in this Job Description.

____ To the best of my knowledge, I cannot fulfill all of the requirements, responsibilities, and activities, including attendance and training aspects, set out in this Job Description.
(Applicant may offer comments).

Comments:

Signature of Applicant /Employee: __________________________________________

Date _________________