

ADMINISTRATION - Series 300

301 Superintendent of Schools

301.2 Functions and Job Description

The superintendent shall serve as the chief executive officer of the Board of Education except as otherwise provided by law. To carry out this responsibility, the superintendent:

1. Monitors student achievement and insures that program changes are based upon improving student achievement.
2. Promotes a program for children with special needs.
3. Promotes and supports positive student conduct.
4. Suspend employees for proper cause with or without pay.
5. Provides effective staff development programs for all staff.
6. Ensures that the staff evaluation policies and procedures are implemented.
7. Provides for the effective recruitment, selection and assignment of district personnel.
8. Provides opportunities for district personnel to share ideas and concerns.
9. Promotes a positive climate among district staff.
10. Manages time and resources efficiently, delegating responsibilities when appropriate.
11. Demonstrates effective problem-solving and decision-making skills.
12. Develops district budgets base upon priorities and consistent with fiscal practices.
13. Ensures that appropriate accounting and control procedures are applied to all fiscal transactions.
14. Ensures compliance with statues, rules and regulations relating to district operations.
15. Demonstrates positive professional relationships with district personnel, parents, community members, business, industry, service agencies and governmental bodies.
16. Keeps the Board of Education fully informed on issues, needs and operations of the school system and educational trends and practices.
17. Monitors implementation of Board policies and makes necessary recommendations to the Board of Education for changes.
18. Participates in professional growth activities.
19. Supports an administrative team concept.
20. Seeks and accepts constructive criticism of his/her work.
21. Establishes and maintains a public relations program.
22. Assumes the appropriate role in collective bargaining.
23. Act in accordance with the master contract, Board policies and Iowa laws and rules.
24. Interacts effectively with school legal counsel and outside professionals.
25. Ensures the district's curricula are articulated in scope and sequence.
26. Provides for effective day-to-day operation of the district.
27. Provides for effective, ongoing communication with the Board of Education.
28. Provides for effective lines of communication among school personnel, parents and the community.
29. Ensures the district facilities are conducive to a positive learning environment.
30. Ensures the district programs are conducive to a harassment-free environment.
31. Provides direction for the district by evaluating data, involving appropriate staff, parents and community members and assisting the Board of Education in developing short- and long-term goals.
32. Ensures that district curricular programs are based upon student needs, community expectations and appropriate educational research.

Adoption Date: August 11, 1997

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Legal References: Iowa Code Section 279.20
Iowa Administrative Code 3.4 (9)