

SECTION I: GENERAL INFORMATION

Classification Title: Superintendent	Department: Superintendent	Unit: Superintendent
Immediate Supervisor: School Board	Grade Placement:	FLSA Status: Exempt

Job Summary:

The Superintendent is the chief executive officer of the School District, is the professional advisor to the School Board, and is directly accountable to the School Board.

The Superintendent is responsible for guiding and directing all operations and activities of the School District and for informing the School Board of all the needs related to the current and future operations of the School District. The Superintendent shall recommend policies to the School Board and, when adopted by the School Board, shall be responsible for implementing, interpreting, and executing those policies.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership for the School District's educational programs, staff-development programs and curriculum development to provide the best possible learning environment for all the School District's students.
2. Inform and advise the School Board about programs, practices and problems of the School District and keep the School Board informed of the activities operating under the School Board's authority.
3. Explain the educational needs of the School District to the School Board, recommending necessary new and/or revised policies and staffing changes for School Board action.
4. Act as liaison between the community and the School District and respond to concerns of parents, students, citizens and staff in order to increase understanding of policies and practices and to keep them informed of and involved with School District activities.
5. Oversee all financial operations of the School District and prepare, present and recommend budgets to the School Board.
6. Interpret employee proposals to the School Board, recommend adjustments to employee policies and salary structures as appropriate and be responsible for the management of all employee contracts and policies.
7. Develop and maintain a comprehensive strategic planning process, which includes short-term and long-term planning and the development of School District goals and instructional goals.
8. Establish and maintain working relationships with agencies and personnel outside the School District to promote the best interests of the School District through contact with legislators, other superintendents, local government leaders, business, etc.
9. Maintain and improve effective School Board-Superintendent relationships by participating in joint seminars and training sessions.
10. Delegate responsibility and authority to School District employees as appropriate, define the authority and responsibilities of and effectively evaluate mid-management staff.
11. Complete in a timely manner all required school board, state and federal reports.
12. Assume the ultimate responsibility for all aspects of the School District's operation.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Master's Degree and Administrative Program	
	High school diploma or GED.	Major field of study or degree emphasis:	
	1 year college	2 years college	Educational administration or educational leadership
	3 years college	4 years college	
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Learning processes, models, theories, and educational technologies, trends and developments. • Knowledge of district organizational structure and administrative policies and procedures. • Leadership and management theory • Fundamentals of school finance. • Supervisory and management principles, practices and approaches. • Fundamentals of strategic planning and project management. • Pertinent laws, rules, guidelines and regulations pertaining to areas of accountability. 	
x	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 5 years administrative experience providing educational leadership.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver's license. Superintendent's Licensure.	
RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:			
	Titles of Positions Directly Supervised	# of Employees	
1	Director of Business Services	1	
2	Director of Human Resources	1	
3	Director of Curriculum and Instruction	1	
4	Director of Community Education	1	
5	Director of Special Services	1	
6	Assistant to the Superintendent	1	
7	American Indian Education Liaison	1	
	TOTAL	7	



ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Human relations and conflict resolution. • Oral and written communications. • Problem solving and conflict resolution. • Organizational and project management skills. • Supervising, managing, delegating, monitoring and evaluating the performance of employees. • Developing and presenting complex and diverse issues, proposals and concepts in an understandable manner for the Board. • Conducting public relation activities both inside and outside of the organization and with local, state or federal agencies. • Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.
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PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

<u>Physical Activities</u>	Amount of Time Spent				<u>Lifting/Forcing Exerting</u>	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs		x		
Walk			x		Up to 25 lbs		x		
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel			x		Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:
Light Work:
 Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS	<p>Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.</p>
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SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head’s Signature
Date

Classification History:
 Created classification description 11/2018 BCC

