



City of St. Charles School District

SUPERINTENDENT

Reports to:	Board of Education
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	12 Months according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the Board of Education and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

Job Summary:

The Superintendent reports to the Board of Education and serves as the chief executive officer of the City of St. Charles School District, building on its excellence and carrying out its mission, vision, values, and goals. In this capacity the Superintendent leads all District operations in accordance with the law, Board policies, and Board direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

1. Institutional Leadership and Direction

- a. Leads the development, implementation and revision of the strategic plan.
- b. Builds unity of purpose around and communicates the District vision, mission, values, and goals in all aspects of work and leadership.
- c. Creates strong support for the school with parents and community members.
- d. Ensures smoother operation of the District within the context of the mission, vision, and values.
- e. Serves as a model for communicating with integrity and trust, acting with dignity and treating everyone with civility and respect.
- f. Through planning and leadership, anticipates issues and needs, and provides timely, clear and responsive communication and action.

2. Student Learning and Instruction

- a. Provides the Board with regular evaluations of student progress and the effectiveness of District programs.
- b. Leads curriculum development and makes recommendations to the Board regarding course of study, instructional outcomes, major changes in test and time schedules, and promising programs in order to ensure a consistent and well-articulated curriculum.
- c. Ensures there is a continuous focus on growth and learning for all students.
- d. Works with the staff, Board and community to develop a plan for and to ensure the implementation of support services for students.
- e. Apprises the Board of current, effective and research based educational practices, as well as, related legislative issues.

- f. Encourages staff to seek out ways for continuously improving the District's educational programs.
- g. Ensures equitable administration of student discipline policies. Under appropriate circumstances, advises the Board on student suspensions and recommends expulsions.
- h. Ensures student safety throughout the District.
- i. Communicates to the staff, Board, and community the instructional goals and District expectations.
- j. Ensures the accuracy, completeness, and confidentiality of all student information.
- k. Oversees discipline grades K-12 for regular education students.

3. Relationship with the Board of Education

- a. Advises and works collaboratively with the Board on the need for new and/or revised policies, develops policy, and makes policy recommendations based upon data and input from staff and advisory committees.
- b. Interprets and executes the intent of Board policy.
- c. Submits to the Board, on a timely basis, recommendations relative to all matters requiring Board action, together with materials needed for informed decisions.
- d. Keeps the Board informed of key issues and the operation of the school District.
- e. Conducts special studies as requested by the Board.
- f. Secures legal opinion when needed.
- g. Provides advice to the Board during the meet and confer process.
- h. Prepares the agenda and minutes for all of the Board meetings, handles Board correspondence, and oversees all Board records, contracts, securities, and documents.
- i. Promotes smooth working relationships with the Board, respecting a diverse range of views and different perspectives and styles.
- j. Supports ongoing development and education of the Board concerning district governance and operation. Provides orientation to new Board members.

4. Personnel

- a. Ensures that the school hires, develops, motivates, and retains a uniformly highly qualified faculty and staff.
- b. Defines the duties of all personnel and coordinates administrative staff activities.
- c. Oversees the selection process and recommends to the Board candidates for employment in accordance with non-discrimination policy.
- d. Advises the Board regarding leave, classification, retirement, resignation, tenure, suspension or dismissal of District employees.
- e. Promotes a positive work environment and loyalty to the District.

- f. Ensures that each staff member is fairly evaluated, identifies appropriate opportunities for continued professional development, and insures that new employees receive District orientation and training.
- g. Maintains appropriate channels of communication within the District.
- h. Anticipates, manages, and resolves conflict.
- i. Serves as a liaison between Board and staff.
- j. Ensures the accuracy, completeness and confidentiality of all personnel information.

5. Community

- a. Serves as the leader and spokesperson on educational issues and public education in relationship with the city, county, and state government, private agencies, and the school community.
- b. Keeps the community informed on school matters and promotes parent and community support and involvement with the District as well as participation in education programs and activities.
- c. Participates in appropriate community organizations.

6. Business and Non-Instructional Operations

- a. Exercises fiduciary responsibility in ensuring all resources are used efficiently and effectively.
- b. Seeks and identifies sources of income and funding.
- c. Actively supports the work of community fundraising and related organizations such as the Foundation to support District operations.
- d. Supervises in the development of a long-range financial plan, communicating needs and recommendations to and from the Board.
- e. Ensures competent and efficient performance in the administration of Business and related functions and ensures the integrity of all school financial information.
- f. Submits to the Board monthly financial and budgetary reports that identify the Districts obligations.
- g. Annually prepares and submits to the Board a budget development plan and a recommended budget for the upcoming year; revises the budget or takes other related action as the Board designates.
- h. Ensures compliance with Board policy and monitors expenditures and contracts ensuring adequate fiscal/accounting controls.
- i. Makes recommendations to the Board and oversees the maintenance, safety, improvement, expansion, or closing of school facilities and equipment.
- j. Develops regulations and procedures for the management of school operations and the use and care of property.
- k. Oversees all aspects of employee compensation.
- l. Monitors District property, casualty and worker's compensation loss experience to ensure that appropriate risk management and loss control strategies and tactics are employed.

7. Personal Development

- a. Assists the Board in designing a process for evaluating Superintendent performance based on mutually agreed goals and objectives.

- b. Seeks, receives, and acts upon constructive feedback.
- c. Serves as a model for lifelong learning by participating in ongoing professional development.

SUPERVISORY RESPONSIBILITIES:

The Superintendent supervises the Assistant Superintendents and the Building Principals.

EDUCATION AND EXPERIENCE:

- Doctorate required.
- Three years of successful experience in educational administration at the district level
- Minimum of three years successful experience in a classroom.
- Considerable knowledge of school administration, school law, finance, facilities, procurement, curriculum, instruction, long- range planning, operational principles and related educational techniques.

COMMUNICATION SKILLS:

- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to understand related financial concepts such as compound interest, time value of money, tax rates, and discounts.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to apply knowledge of current research and theory in the field of education.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written form consistent with the duties of this position.
- Ability to perform all duties in full compliance with all district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 30 lbs. such as to lift files and paper.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Superintendent
Revised SY 2004-2005