

West Salem School District
Job Description

Position Title:	Superintendent
Qualifications:	Educational Specialist
Department:	West Salem School District Office
Reports To:	School Board
Prepared By:	Revision of prior job description
Date:	March, 2007
Approved By:	Board of Education
Date:	April 23, 2007

I. Summary: Serve as the executive officer of the District for the Board, meet or exceeds State Administrative Standards, instructional leader of the school district, coordinator of district goal development, vision and an aligned budget, liaison with the community and news organizations, supervisor of the administrative team and district office staff and supervisors, and strong advocate for children

II. Essential Duties and Responsibilities:

Summary:

- A. Be responsible for implementing Board policies, prepare an agenda for each meeting in conjunction with the President of the Board, and attend all meetings, except when his/her contract is being considered.
- B. Prepare and submit to the Board recommendations relative to all matters requiring Board action. The superintendent shall prepare or cause to be prepared and submit to the Board such necessary and helpful facts, information, reports and explanations as are needed to ensure the making of informed decisions.
- C. Provide for the continuous appraisal of all Board policies.
- D. Advise the Board on the need for new and/or revised policies.
- E. Submit to the Board a clear and detailed explanation of any proposed procedure, which would involve either a departure from established policy or the expenditure of substantial sums of money.
- F. Develop administrative rules and procedures for implementing Board policies.
- G. Administer the district in conformity with state and federal laws, rules and regulations and Board policies.
- H. Develop rules and instructions for employees and students as necessary to implement Board policies.
- I. Formulate district objectives, policies, plans and programs.
- J. Recommend employees for appointment, demotion, transfer or dismissal in conjunction with supervisors and principals in

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accordance with Board policy and current employee agreements.

- K. Supervise the assignment of instructional and non-instructional personnel.
- L. Delegate to other employees the exercise of powers or the discharge of duties with the knowledge that the delegation of power or duty does not relieve him/her of final responsibility for action taken under such delegation.
- M. Hold meetings with employees to discuss matters concerning the improvement and welfare of the schools and report such meetings to the Board.
- N. Prepare a proposed annual operating budget.
- O. Direct expenditures and purchases within the limits of the annual budget approved by the Board.
- P. Keep the public informed about current best educational practices, represent the district before the public and maintain a program of publicity and public relations focused on the district's successes, needs and activities.
- Q. Remain current regarding best educational philosophy and practices through visiting other school districts, attending educational conferences and professional organizations, reading educational literature, and educate the Board regarding current trends in education.
- R. Study and revise, with others all curriculum guides and courses of study.
- S. Maintain continuity in all courses kindergarten through grade 12.
- T. Make recommendations on the location and size of new school sites, additions to existing sites and new buildings; plans for alterations; and improvements and changes in the buildings and equipment of the district.
- U. Directly or through delegation, communicate to all employees all Board actions and receive from employees all communications to be made to the Board.
- V. Maintain adequate records for the district, including a system of financial accounts and business, property, personnel, school population and scholastic records and act as custodian of such records and all contracts, securities, documents, title papers, books of records and other papers belonging to the Board.
- W. Provide suitable instruction and regulations to govern the use and care of school property for school and public use.
- X. Recommend to the Board the sale of all property that the Superintendent believes is no longer needed by the district and supervise the proper execution of such sales.
- Y. Suspend an employee, whenever the best interest of the district demands such action. Such suspensions shall be in accordance with state law or the current employee agreement and reported to the Board immediately.
- Z. Attend or appoint a representative to attend all meetings of municipal agencies at which matters pertaining to the district appear on the agenda.

- AA. Be the authorized representative of the district for all state and federal programs.
- BB. Perform such other duties as the Board may determine.
- CC. As a representative of the school district, you are expected to deal with the public in a courteous and professional manner. Keep the Board apprised regarding district eligibility for general program funds.
- DD. Act on behalf of the Board in regard to allocation for state, federal and or other special grants or aide.
- EE. Invest funds in accordance with established procedures and state statutes.
- FF. Be knowledgeable and follow all district policies.
- GG. Perform all other such duties assigned by the school board.

III. Supervisory Responsibilities:

The Superintendent directly is responsible for the supervision of all-administrative personnel, department supervisors and clerical staff of the district office and any other individuals assigned by the Board of Education. Additionally he/she is responsible for the supervision of all personnel under the employment of the district and direction of the administrative staff and district department supervisors.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience:

Three years of teaching, three years of administrative experience and either an Educational Specialist or Ph.D. in educational leadership.

B. Certificates, Licenses, Registrations:

Hold a current Wisconsin DPI license for the Superintendent. Maintain updated First Aid, CPR and AED certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations. Ability to take meeting notes, write drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.

D. Mathematical Skills:

Ability to read charts, graphs and compute sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

1. Demonstrate the ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.

G. Physical Demands:

1. 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

H. Work Environment:

1. 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.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

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