

## Superintendent Job Description & Duties

**Title:** Superintendent of Schools

**Job Goal:** To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

**Qualifications:**

1. Three years' experience in teaching and three years' experience in school administration totaling at least six years.
2. An earned Master's Degree with a major in educational administration, preferably, completion of one year of graduate work beyond the Master's Degree.
3. A valid license issued by the State Board of Education with a Superintendent/Area Education Agency Administrator endorsement.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Reports to:** Board of Education

**Supervises:** Directly or indirectly, every district employee.

**Classification:** Exempt

### Professional Responsibilities and Examples of Duties:

1. A superintendent is an educational leader who promotes the success of all students facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
  - a. In collaboration with others, uses appropriate data to establish rigorous, concrete goals in the context of student achievement and instructional programs.
  - b. Uses research and/or best practices in improving the educational program.
  - c. Articulates and promotes high expectations for teaching and learning.
  - d. Aligns and implements the educational programs, plans, actions, and resources with the district's vision and goals.
  - e. Provides leadership for major initiatives and change efforts.
  - f. Communicates effectively to various stakeholders regarding progress with school improvement plan goals.

2. A superintendent is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
  - a. Provides leadership for assessing, developing and improving climate and culture.
  - b. Systematically and fairly recognizes and celebrates accomplishments of staff and students.
  - c. Provides leadership, encouragement, opportunities and structure for staff to continually design more effective teaching and learning experiences for all students.
  - d. Monitors and evaluates the effectiveness of curriculum, instruction and assessment.
  - e. Evaluates staff and provides ongoing coaching for improvement.
  - f. Ensures staff members have professional development that directly enhances their performance and improves student learning.
  - g. Uses current research and theory about effective schools and leadership to develop and revise his/her professional growth plan.
  - h. Promotes collaboration with all stakeholders.
  - i. Is easily accessible and approachable to all stakeholders.
  - J. Is highly visible and engaged in the school community.
  - k. Articulates the desired school culture and shows evidence about how it is reinforced.
3. A superintendent is an educational leader who promotes the success of all students by ensuring management of the organization, operations and resources for safe, efficient and effective learning environment.
  - a. Complies with state and federal mandates and local board policies.
  - b. Recruits, selects, inducts, and retains staff to support quality instruction.
  - c. Addresses current and potential issues in a timely manner.
  - d. Manages fiscal and physical resources responsibly, efficiently, and effectively.
  - e. Protects instructional time by designing and managing operational procedures to maximize learning.
  - f. Communicates effectively with both internal and external audiences about the operations of the school.
4. A superintendent is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
  - a. Engages family and community by promoting shared responsibility for student learning and support of the education system.

- b. Promotes and supports a structure for family and community involvement in the education system.
  - c. Facilitates the connections of students and families to the health and social services that support a focus on learning.
  - d. Collaboratively establishes a culture that welcomes and honors families and community and seeks ways to engage them in student learning.
5. A superintendent is an educational leader who promotes the success of all students by acting with integrity, fairness and an ethical manner.
- a. Demonstrates ethical and professional behavior.
  - b. Demonstrates values, beliefs, and attitudes that inspire others to higher levels of performance.
  - c. Fosters and maintains caring professional relationships with staff.
  - d. Demonstrates appreciation for and sensitivity to diversity in the school community.
  - e. Is respectful of divergent opinions.
6. A superintendent is an educational leader who promotes the success of all students by understanding the profile of the community and, responding to, and influencing the larger political, social, economic, legal and cultural context.
- a. Collaborates with service providers and other decision-makers to improve teaching and learning.
  - b. Advocates for the welfare of all members of the learning community.
  - c. Designs and implements appropriate strategies to reach desired goals.
7. This job description is subject to change, and in no manner implies that the superintendent performs only the responsibilities and duties listed herein. The superintendent must perform these and other duties as may be assigned by the board, both consistent with local board policies and the Iowa Code .

**Working Conditions Include:**

1. Extremes of temperature and humidity.
2. Use of and potential dangers associated with stairs.
3. Exposure to and possible repercussions of communicable diseases.
4. Occasional travel.
5. Occasional interaction with unruly students.
6. Regular evening and weekend work.
7. Considerable telephone contact and paperwork.
8. Regular requirement of bending, carrying, climbing, driving, lifting, pushing, pulling, reaching, sitting, standing, walking, reading, communicating, seeing, hearing.

**Terms of Employment:**

Twelve months a year. Salary and benefits to be set by the board.

**Evaluation:**

Performance of this job will be evaluated in accordance with board policy, including progress on annual job targets as set by the superintendent and board.

Approved: July 15, 2008

Reviewed: 3-14-11, 7-13-15

Revised: 2-5-09

**RUTHVEN-AYRSHIRE COMMUNITY SCHOOL BOARD OF DIRECTORS**