

SILVER FALLS SCHOOL DISTRICT
Job Description

Job Title: SUPERINTENDENT OF SCHOOLS

Reports To: Board of Directors

Evaluated By: Board of Directors

JOB GOAL: To provide leadership for the Silver Falls School District in developing and maintaining the best possible educational programs and services.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree, preferably in Educational Administration
2. Current Administrative License for the State of Oregon with Superintendent Endorsement
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable
4. Ability to establish and maintain an effective learning climate in the district
5. Ability to secure and nominate for employment the best qualified and most competent teachers and supervisory and administrative personnel
6. Ability to advise the Board on the need for new and/or revised policies and sees that all policies of the Board are implemented
7. Ability to prepare the annual operating budget recommendations and implement the Board approved budget
8. Ability to prepare and submit to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions
9. Ability to inform and advise the Board about the programs, practices, and problems of the schools, and keep the Board informed of the activities operating under the Board's authority
10. Ability to delegate authority and provide supervision to those employees, with the knowledge that the delegation of authority does not relieve the superintendent of final responsibility for the authority given
11. Ability to submit to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums
12. Ability to maintain adequate records and act as custodian of such records for the schools, including a system of financial accounts; business and property records; personnel, school population, scholastic records; contracts, securities, documents, title papers, books of record and other documents belonging to the Board
13. Ability to serve as the Affirmative Action Officer

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14. Ability to serve as liaison between the district and community, interpreting activities and policies of the district and encouraging community involvement with the district
15. Ability to provide direction to others and to make independent judgements
16. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
17. Ability to maintain confidentiality
18. Ability to communicate with individuals of varied cultural and educational backgrounds
19. Ability to keep and maintain accurate records and to meet deadlines
20. Perform physical requirements which may include:
 - A. Moderate to extensive degree of physical and emotional stamina
 - B. Frequent and prolonged standing, walking and sitting
 - C. Frequent and prolonged talking/hearing conversations
21. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Assign and transfer employees as the interest of the district may dictate, and report such action to the Board for information and record
2. Report to the Board the case of any employee whose service is unsatisfactory, and the recommendation of appropriate action
3. Conduct meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools
4. Provide leadership in the continuous studying and revision, together with the staff, all curriculum guide courses of study
5. Recommend to the Board all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools
6. Recommend to the Board the transportation plan for the district in accordance with the state law and requirements of safety
7. Recommend with reference to the location and size of new school sites and of additions to existing sites; the location and size of new buildings on school sites; the plans for new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the district
8. Provide instructions and regulations to govern the use and care of school properties
9. Attend and participate in all meetings of the Board and Board Committees, except when own employment or salary is under consideration
10. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information
11. Represent the school within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment

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12. Keep the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools
13. Keep abreast of changes and developments in the profession by advanced study, by visiting other school systems, by attending educational conferences, and by other appropriate means, and in addition keep the Board informed of changing trends in education
14. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
15. Maintains satisfactory attendance, as defined in District policy and regulations (G CBD/GDBD).

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License (emphasis in educational administration preferred)
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shot Series Training if required

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. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Superintendent of Schools.

I have read and understand the responsibilities and qualifications of this job description.

signature

date

printed name

(January, 2006)

