



## Superintendent of Schools

**FLSA Status:**

Exempt, Administrative

**Qualifications:**

Doctorate of Education required  
Such alternatives to above  
qualifications as the Board may  
find appropriate and acceptable

**Certification and Licenses:**

Valid Missouri Certification for  
Superintendent of Schools

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Salary Schedule:**

TBD

**Experience:**

At least three years' experience as a  
superintendent or central office  
administrator  
Successful experience as a teacher and  
building level administrator.

**Reports to**

The Board of Education

**Terms of Employment**

260 days, salary and work year to be established by the Board of Education. Benefits according to Board policies.

**Purpose Statement**

The Superintendent of Schools oversees the entire educational program in order to provide leadership in the development and maintenance of the best possible education for students. Supervises directly or indirectly all employees of the school district.

**Essential Job Functions**

- Ability to work to implement the vision, mission and values of the district.
- Abides by Missouri statutes, school board policies and regulations
- Supervises the implementation of all laws, regulations, and Board policies.
- Represents the school district before the public, and maintains, through cooperative leadership, both within and outside the schools, such a program of publicity and public relations as may keep the public informed as to the activities and needs of the school district and successes of the schools. Keeps the public informed about educational trends and the policies, practices, and problems of the school district.
- Supervises, either directly or through delegation, all activities of the school system.
- Attends and participates in all regular and special meetings of the Board of Education and makes recommendations on any matters affecting the schools.
- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget and submits it to the Board for review and approval.
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget.
- Serves as ex officio member of committees.
- Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the

policies of the Board.

- Advises the Board on the need for new or revised policies and sees that all policies of the Board are implemented.
- Prepares and submits 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 ensure the making of informed decisions.
- Acts on own discretion if emergency action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.
- Makes such rules and gives such instruction to school employees and students as may be necessary to implement Board policy.
- Conducts a periodic audit of the total school program, and advises the Board on recommendations for the educational advancement of the schools.
- Files, or causes to be filed, all reports required by the state.
- Secures and nominates for employment the best qualified and most competent teachers, supervisory and administrative personnel.
- Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees and receives from employees communications to be made to the Board.
- Directs staff negotiations with professional and nonprofessional personnel.
- Assigns and defines the duties of all personnel, subject to Board approval.
- Suspends any employee for just cause and reports such suspension to the Board at the next meeting thereafter for final action.
- Recommends to the Board for any final action the promotion, salary change, demotion, or dismissal of any employee.
- Delegates at own discretion to other employees of the Board the exercise of any powers of the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation.
- Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools and is necessary to carry out the educational programs of the district.
- Administers and oversees methods of teaching, supervision and administration in all phases of the school system.
- Prescribes rules for the classification and advancement of students, and for the transfer of students from one building to another in accordance with published policies.
- Defines educational needs and formulates policies for recommendation to the Board.
- Submits to the Board a clear and detailed explanation of any proposed procedure that would involve either departure from established policy of the expenditure of substantial sums.
- Accepts responsibility for the general efficiency of the school system, for the development of the school staff and for the educational growth and welfare of students.
- Provides suitable instructions and regulations to govern the use and care of school properties.
- Recommends to the Board, sales of all property no longer required by the Board and supervises the proper execution of such sales.
- Recommends the establishment or alteration of attendance boundaries for all schools in the interest of good administration of the instructional program.
- Makes recommendations 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.
- Consistent and regular attendance is an essential function of this district.

### **Other Job Functions**

- Attends conventions and conferences as needed to keep up with the latest educational trends and keeps the Board informed of trends in education.
- Represents the Board as liaison between the school district and other governmental units.
- Attends or sends delegates to attend meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised.

- Demonstrates professionalism and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Complies with good safety practices.
- Complies with all district rules, regulations and policies.
- Performs such other tasks as may be assigned by the Board of Education.

## **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: interpersonal relationships; effective written & oral communication; effective leadership; effective delegation and organization skills; developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school finances; human and organizational behavior; change process; effective instruction; assessment & testing; data-driven decision making; legislative process; pertinent codes, policies, regulations and/or laws; current trends and practices in public educational; education code; principles of employee development and management; project development; goal attainment; time management; and principles of conflict resolution.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

## **Physical Demands**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing.

## **Conditions and Environment**

The individual who holds this position will regularly work in a generally hazard free environment.