

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: Superintendent - District
DEPARTMENT: Superintendent's Office
LOCATION: District Office
REPORTS TO: Board of Directors

DATE COMPLETED: 5/2003
REVISED: 11/04
APPROVED BY: _____

JOB SUMMARY

The Superintendent serves as the Board of Directors' Chief Executive Officer, oversees the management of district operations, and executes policies of the Board, including rules and regulations, in the management and supervision of all school personnel, students, and facilities. The Superintendent is responsible for providing dynamic, innovative leadership in building on the success of the district and the educational services provided for the students in our community.

ESSENTIAL FUNCTIONS

- 1. Attends and participates in all meetings of the Board and its committees, except when own employment, performance or salary is under consideration.*
- 2. Serves as an ex official member of the Board and all committees with the right to speak on all matters, without voting privileges.*
- 3. Develops short and long-range goals for the district's activities and growth, recommending such goals to the Board for approval.*
- 4. Analyzes and appraises, regularly and systematically, the performance of each area of the district's activities against approved goals and programs.*
- 5. Implements and executes Board policies, rules and regulations. Recommends new policies and revisions to the Board.*
- 6. Assumes responsibility for and general supervision over the planning, organization, and implementation of the instructional program of grades k through 12 and specific supervisory responsibility over the administrative and supervisory staff.*
- 7. Assigns and supervises the work of all employees. evaluates all direct reports and resolves problems by formulating corrective plans and policies.*
- 8. Coordinates the operation of district-wide custodial and maintenance services, transportation, and food services operations.*
- 9. Maintains, manages, and oversees all Board policies. Employs effective means to carry out the policies of the Board and develops appropriate procedures and administrative regulations to implement Board policies.*
- 10. Hires all instructional and support staff and recommends administrative employees in accordance with Board policy. Finds ways to empower all personnel to reach high levels of performance. Recommends for discharge any employees rendering unsatisfactory service. ,*
- 11. Recommends textbooks and other instructional materials and equipment, schedules classes for various types of training and assigns space for them; assigns appropriate instructors for the various*

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: Superintendent - District

curriculum offerings; and decides the general methods of instruction to be used. Provides for the continuous revision of courses of study to meet changing conditions. .Keeps the Board informed of changes in curriculum and instruction.

12. Supervises the preparation, presentation, and implementation of the school district's annual preliminary and final budget and takes responsibility for its administration after it has been adopted, keeping expenditures within approved budgetary limits; provides for all possible economies that do not endanger educational results; and, in accordance with law, directs the accounting of all school funds, and shall see to it that proper financial reports are given to the Board.

13. Ensures all accounts and records are in compliance with applicable state and federal laws, regulations, code and Board policy as evidenced by the various audits performed in the school district, either internally or by an outside agency.

14. Directs the planning program of all educational features of new buildings or alterations of old buildings. Consults with the State Department of Education and others as needed.

15. Provides the citizens of the community with information about the schools. Works with parents' organizations and other groups interested in school welfare and progress.

16. Assures that all necessary data is gathered for all Federal and State reports and is responsible for accurate and timely submission of all required reports

17. Holds conferences with members of the staff as necessary.

18. Recommends and makes changes in the assignments of administrators, instructional and support staffs, and revises the specific rules and regulations applicable to the staffs which, in their opinion, shall improve the Donegal School District.

19. Performs other duties as assigned by the Board of Director and as deemed necessary and appropriate under the direction of the Board of Education.

20. Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.

MARGINAL FUNCTIONS

Marginal Functions will vary with the specific assignment and depend on the position function for which the person is responsible.

SCOPE AND IMPACT

This position accomplishes most of its tasks through diversified operating procedures. Internal contacts include administrators, teachers, the Board and other district office employees. The external contacts include outside organizations and groups, state organizations, outside agencies, other school districts and the general public.

MINIMUM REQUIREMENTS

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: Superintendent - District

Master's degree required, doctorate in School Administration is preferred, with experience as Superintendent or Assistant Superintendent, and additional experience as administrator or teacher; PA Department of Education letter of eligibility for position; extensive experience in school finance, personnel, labor relations and curriculum development required.

SPECIAL SKILLS

Leader, coach, visionary and planner. Proficient computer and software skills are required. Strong presenter and communicator. Must have ability to express or exchange ideas by means of written or verbal communication, while always using tact and diplomacy. Confidentiality is extremely critical. Attention to detail and quality. Ability to prioritize a wide variety of highly diverse situations. Ability to work under high levels of stress and changing priorities. Exhibits sound judgment.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical - **Sit:** 70%; walk/stand 30%
 Lifting: May lift up to 50 lbs.
 Vision: Normal

Mental - **Ability to evaluate, interpret and analyze; written and verbal communications.**

Environment: **Normal office environment.**

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: *Superintendent - District*



The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.

R11/04