

QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
(Job Description)

TITLE: Superintendent of Schools
QUALIFICATIONS: Properly certified according to standards prescribed by the South Dakota State Department of Education
REPORTS TO: The West Central School Board
SUPERVISES: All administrative and supervisory personnel of the district and directly or indirectly, every district employee
APPOINTMENT: The school board shall appoint the superintendent of schools for a term of not more than three years at a time. Contract to run from July 1 through June 30 each year.
JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services within the resources of the district.

RESPONSIBILITIES:

1. The superintendent of schools shall serve as the executive officer of the school board, and shall be charged with the responsibility for implementing the policies of the board. He/She shall approve the agenda for each meeting, shall attend all meetings, except when his/her contract is being considered, and participate in all deliberations of the board when such deliberations do not involve his/her employment.
2. He/She shall administer the schools in conformity with the adopted policies of the board and the rules and regulations of the state department of education and in accordance with the state law.
3. He/She shall develop administrative principles, regulations, and procedures for implementing board policies.
4. He/She, with the staff, shall provide a continuous appraisal of all policies originating with the school board.
5. He/She shall interview and recommend all administrators, teachers and supervisory personnel for appointment, demotion, transfer, or dismissal in accordance with the policies of the board.
6. He/She shall supervise or delegate the supervision of the scheduling and duties of classified and certified personnel.
7. He/She shall submit to the board for approval the course of study and curriculum to be offered in the schools of the district.
8. He/She shall supervise and approve the selections for adoption all textbooks and supplementary instructional materials.

9. He/She shall be the director of the instructional program.
10. He/She shall be the director of the administrative program of the school system. All building principals will be directly responsible to him/her.
11. He/She shall be the director of curriculum and supervise studies relating to curriculum development and change.
12. He/She shall be responsible for developing a comprehensive program of education for the community. Every effort should be made to use the talent of the school staff, student body and the community in the development of the program.
13. He/She may delegate responsibility, but he/she is responsible to the Board of Education for the results produced by said delegation.
14. He/She shall provide educational leadership for the board, staff members, community and state.
15. He/She shall have the authority to grant requests to excuse employees from working according to his/her best judgment.
16. He/She shall recommend materials of instruction, textbooks, equipment and facilities for fulfilling the objectives of the school curriculum in cooperation with the business manager as to the recommendation of what the budget will permit.
17. He/She shall develop a school philosophy.
18. He/She shall recommend to the board building alterations, additions, new equipment, and the improvement of grounds, and shall be responsible for supervising and administering capital outlay improvements.
19. He/She shall arrange such office hours as may be necessary for the successful administration of the schools and convenience of the public.
20. He/She shall seek the advice and decision of the board president concerning important school business for which there is no policy or precedent to follow and which required a decision before the next regular board meeting. He/She may consult the president and/or vice-president; however, the superintendent should bring school board matters to the attention of the entire board at a regular meeting whenever possible.
21. He/She shall close school and cancel school activities and staff meetings according to his best judgment due to inclement weather or poor road conditions. The public must be properly notified of these decisions. All cancellations are to be made to his/her best judgment.
22. It shall be the responsibility of the superintendent to furnish leadership in developing a sound public relations program to keep the public informed of the school programs and services.

23. The superintendent shall inform the principals of board policies dealing with matters relating to their areas of responsibilities. It shall be his/her duty to maintain a smooth working relationship with fellow administrators by frequent meetings on school affairs.
24. He/She shall be the authorized representative for all local, state and federal education programs, unless otherwise designated by the Board of Education.
25. He/She shall keep himself/herself and the board informed concerning educational progress by visiting other school districts, circulating questionnaires, attending educational meetings, workshops, conventions, short courses, and by reading educational books, pamphlets, and magazines.
26. He/She, with the business manager, shall assume responsibility for school plant planning and construction to assist in the establishment of educational standards for sites, buildings, and equipment, to the plant utilization studies, to the projections of facility needs, and to the design, construction, and equipment of the plant.
27. He/She shall assume responsibility of maintenance of plant to the repair of building equipment, to the upkeep of grounds, to the maintenance policies, standards, and frequency of maintenance, and to modernization and rehabilitation versus replacement.
28. He/She shall assume the responsibility of supervision of custodians and bus drivers as to their recruitment, selection, and placement.
29. He/She shall assume the responsibility of the transportation of pupils as to the policies, rules, regulations and procedures, as to the contract versus district-owned equipment, as to the staff supervision and training, as to the utilization and evaluation of services, and as to the standards and specifications.
30. He/She shall assume the responsibility of the food service operation in coordination with the food service supervisor and business manager.
31. All activity contracts must have final approval of the superintendent to be valid.
32. The superintendent shall submit an evaluation of continuing contract principals once yearly and file a written report on the status relative to achievement, performance and fitness for the position held. This report shall be furnished to the board upon request. First and second year principals shall be evaluated once each semester during their first two years of employment.
33. The superintendent shall evaluate the business manager, food service manager, and transportation supervisor yearly.
34. Supervises the preparation and presentation of the proposed annual budget and implements the budget that is approved by the board.

35. Maintains liaison with city, county, state and federal legislators in an effort to accomplish legislation needed for school improvement.

36. Performs such other tasks as may from time to time be assigned by the board.

TERMS OF EMPLOYMENT: Twelve months a year, salary to be arranged with the board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of the superintendent.

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LEGAL REF: SDCL 13-10-2.1

WEST CENTRAL SCHOOL DISTRICT