

Position Title: Superintendent of Schools      Code: Superintendent's Rule

Division Department: Chief Executive Officer      Evaluation Instrument: GSBA

Pay Grade: Contracted with the Catoosa County Board of Education

Pay Type: Salaried-Exempt      Retirement: TRS

Contract Work Year: Work Year, Vacation and Sick Leave Determined by Contract

Reports to: The School Board of Catoosa County

#### MINIMUM QUALIFICATIONS

Minimum required certificate, eligible for required certificate or acceptable business or management experience as specified by the Professional Standard Commission. Minimum of ten years experience, preferably including: three years experience as a school level administrator; experience as a classroom teacher. Administrative abilities that show vision and leadership; a high level of cognitive skills, analysis and decisiveness, organization, high internal work standards; the ability to delegate authority and responsibility and hold subordinates accountable; ability to communicate well; work effectively under pressure; ability to guide the school board as a team: maintain integrity and credibility; motivate and inspire others; demonstrate educational commitment to excellence; maintain knowledge of current trends in the area of participatory decision making; meet the challenges of planning, implementing and evaluating new approaches to the solution of educational problems; ability to involve all segments of the community to build support and confidence in the public schools; and experience with and interest in working cooperatively with all governmental agencies.

#### GOAL

Develop, establish, and maintain a program and environment for the delivery of quality education that will enable students to become self-sufficient, productive and contributing individuals in our society. Manage the school district in a cost-effective manner that provides maximum return on money invested and protects all invested capital. Conduct all operations in a manner that fulfills the mission statement of the district.

#### REPRESENTATIVE DUTIES & RESPONSIBILITIES

Maintain an overview of the school district in order to determine problems and needs, and recommend improvement.

Advise and counsel with the School Board on all educational matters and recommend to the Board for action such matters, i.e., policies, rules, regulations and guidelines.

Perform such duties and exercise such responsibilities as are assigned to him/her by law and by regulations of the state board.

Prepare, organize and submit for adoption minimum standards relating to the operation of any phase of the district school system as needed to supplement requirements adopted by the state board.

Keep minutes of all official actions and proceedings of the School Board and keep other records, including records of property held or disposed of by the school board, as may be necessary to provide complete information regarding the district school system.

Recommend to the School Board plans for contracting, receiving, purchasing, acquiring (by the institution of condemnation proceeding if necessary), leasing, selling, holding, transmitting and conveying title of real and personal property.

Recommend to the School Board plans for holding in trust and administering property, money, or other things of value, granted, conveyed, devised or bequeathed for the benefit of the schools of the district or of any one of them.

Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program for the entire district.

Recommend the establishment, organization and operation of schools, classes and services needed to provide adequate educational opportunities for all children in the district.

Recommend plans and procedures necessary to provide adequate educational facilities for all children of the district.

Determine when the needs of students can better be served by eliminating schools, consolidating schools, reconfiguring grade levels and/or boundary changes; recommend to the School Board plans for such actions to be implemented.

Develop and recommend to the School Board a yearly operational calendar indicating school days, holidays and work days, including the first and last day of school. Recommend plans and procedures for cooperating with other district school boards, or with other agencies in special projects or activities which can be more economically or advantageously provided by such cooperation.

Recommend plans for the establishment, maintenance, and operation of a school lunch program consistent with state law and regulation of the state board, and administer and supervise such services.

Recommend to the School Board all personnel for employment, transfer, suspension and termination; in emergency situation, take appropriate action as provided by law and policy and report to the School Board at its next regular meeting.

Direct or arrange for the proper direction and improvement of, under regulations of the School Board, the work of all members of the instructional staff and other employees of the district, and supervise, or arrange under rules of the School Board, for the supervision of instruction in the district, and take such steps as are necessary to bring about continuous improvement.

Recommend plans to the School Board for the proper accounting for all children of school age, for the attendance and control of students at school, for the proper attention to health, safety and other matters which will best promote the welfare of children.

Propose rules and regulations for the control, discipline, suspension and expulsion of pupils; review and modify recommendations for suspension and expulsion of pupils and transmit to the School Board for action recommendations for expulsion of pupils.

Recommend plans for improving, providing, distributing, accounting for and caring for textbooks and other instructional aides to result in general improvement of the school system.

Ascertain which students should be transported to school or to school activities and determine the most effective arrangement of transportation routes to accommodate students; recommend plans and procedures for providing facilities for the economical and safe transportation of pupils; recommend procedures and regulations as may be necessary, and ensure that rules and regulations are followed.

Recommend plans, and execute such plans as are approved, regarding all phases of the school plant operations; recommend plans for development and updating of the Five Year Facilities Plan; recommend the purchasing of school sites; recommend a plan for the continuous upkeep of the school district facilities; recommend the construction of schools; inspect periodically all school buildings and surroundings to determine whether there are any unsanitary conditions or whether there are physical hazards which are likely to jeopardize the health or life of the pupils or instructional staff.

Recommend measures to the School Board to assure adequate financial procedures be established to sufficiently operate schools as prescribed by Georgia School Laws.

Prepare an annual budget to be submitted to the School Board for adoption according to law; recommend to the School Board the amount of district school tax levy necessary to provide the funds needed for the maintenance of public schools; keep an accurate account of all funds; recommend, when necessary, the borrowing of money; maintain accurate records of all financial transactions; recommend guidelines for the investment or deposit of school funds not needed for immediate expenditures; recommend programs to protect the school district adequately against loss or damage to school property or against loss resulting from any liability.

Require that all employees keep accurate records and make prompt reports required by district policy or by rules of the state board; recommend the keeping of additional records and reports as may be deemed necessary to provide data essential for the operation of the school system.

Recommend plans to cooperate with federal, state, county and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare.

Require that all laws and rules of the state board, as well as supplementary rules of the School Board, be properly observed; report to the School Board any violation which needs to be corrected.

Visit the schools; observe management and instruction; give suggestions for improvement; advise supervisors, principals, teachers, patrons and other citizens with the view of promoting interest in education and improving the school conditions of the district.

Conduct meetings, institutes and conferences with employees, school patrons, and other interested citizens; organize and direct study and extension courses for employees.

Recommend to the School Board procedures whereby the general public can be adequately informed regarding educational programs, needs and objectives of public education within the district.

Perform other duties and exercise responsibilities as may be assigned to comply with statutory requirements or rules of the state board.

Participate in training programs to increase skills and proficiency related to the assignment.

Review current developments, literature and technical source information related to job responsibilities.

Ensure adherence to good safety procedures

Follow federal and state laws, as well as Board policies.

Perform other duties as assigned by the Catoosa County School Board.

#### **IMPORTANT NOTES**

#### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Human Resources Director). It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

#### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Fringe Benefits determined by contract with the Catoosa County Board of Education