

# Superintendent

Dept/Div: AdministrationN/A

FLSA Status: *Exempt*

## General Definition of Work

Performs complex executive work planning, organizing and directing the activities of district programs, operations, and facilities, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the School Board. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Identifies and establishes district priorities, policies and procedures.

Communicates with district residents, employees, students, the School Board and community organizations.

Supervises, evaluates, supports and provides leadership to district administrators and office support personnel.

Provides educational leadership for various committees and task force groups.

Develops the School Board meeting agendas; provides leadership direction and recommendations to the School Board.

Provides educational leadership throughout the District and communities with parents and business leaders.

Represents the District at community, regional, state and national meetings, functions and/or activities.

Works with resolving concerns and issues within programs, buildings and the District.

Reviews proposed budget; assists with submitting proposed budget to the School Board for approval.

Reviews and prepares written reports and recommendations for the School Board and various committees.

Directs the human resources functions including contract interpretations and labor negotiations.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices and procedures of school administration; comprehensive knowledge of school board objectives, procedures and organization; comprehensive knowledge of school personnel and administrative practices, procedures and methods; excellent oral and written communications skills; ability to work with and through school board members, administrators, teachers and support staff; ability to conceptualize, initiate, monitor and evaluate new and/or current programs; outstanding personal and leadership qualities; ability to establish and maintain effective working relationships with officials, teachers, employees and the general public.

## Education and Experience

Specialist's degree or 6th Year Certificate in education administration, or related field and extensive experience working in school administration, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

# Superintendent

## Special Requirements

Minnesota Superintendent license.

Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011