

Superintendent of Schools

QUALIFICATIONS:

1. Current Colorado administrator's license is required during time of employment.
2. Shall have earned at least 60 semester hours of graduate credit, inclusive of the Master's Degree with not less than 30 hours of graduate credit in administration, supervision, and related fields.
3. Shall have had a minimum of four years of professional experience.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly, every district employee

JOB GOAL:

To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services teams in setting and achieving the highest standards of excellence, so that each individual student enrolled in our district may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all district facilities, property and funds with a maximum of efficiency, a minimum of waste, and an ever present, overriding awareness of and concern for their impact upon each individual student's education.

PERFORMANCE RESPONSIBILITIES:

1. Administers as chief school executive, the development and maintenance of a positive educational program designed to meet the needs of the community.
2. Interprets for the staff and implements all Board policies and all state laws relevant to education.
3. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.

4. Represents the Board as liaison between the school district and the community.
5. Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the schools and community.
6. Attends and participates in all regular and special meetings of the Board.
7. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.
8. Provides 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.
9. Provides for efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
10. Files, or causes to be filed, all reports required by the state and the school code.
11. Oversees maintenance of adequate records for the schools, including a system of financial accounts; business, property, personnel, school population and scholastic records. Delegates the role of custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
12. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
13. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the school.
14. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
15. Manages the development of the overall educational process and administrative procedures and controls necessary to the implementation of

educational programs for the achievement of the educational objectives of the school district, including state and district content standards.

16. Makes recommendations to the Board for the selection of personnel of the district.
17. Recommends to the Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
18. Defines educational needs and formulates policies and plans for recommendation to the Board.
19. Makes recommendations to the Board concerning the transportation of pupils in accordance with the law and the requirements of safety.
20. Makes all administrative decisions within the school necessary to the proper function for the school district.
21. Acts as purchasing agent for the Board, and establishes procedures for the purchase of books, materials, and supplies.
22. Performs such other tasks as may from time to time be assigned by the Board.

Reviewed: January 6, 1986

Revised and recoded: May 18, 2011

LEGAL REF.: C.R.S. 22-9-106(4) (*qualifications to evaluate personnel*)