QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT
(Job Description)

POSITION: Superintendent of Schools

QUALIFICATIONS: The superintendent shall have completed a Master's Degree in Educational Administration from an accredited college or university, shall possess the necessary certification for the position as required by the Missouri State Board of Education and shall have had at least two (2) years of previous administrative and/or supervisory experience as determined by the State Board of Education.

REPORTS TO: Board of Education

SUPERVISES: School principals and directors; through them, all personnel of district.

JOB GOAL: The superintendent of schools is the chief executive officer of the Board of Education. As an administrative school official, a major portion of time should be devoted to the administration and supervision of the entire school district. Competent educational leadership is expected of the superintendent by the Board, as is the maintenance of a relationship of mutual respect and confidence. The superintendent should direct and coordinate the broad aspects of personnel, finance, school facilities, curriculum and public relations.

RESPONSIBILITIES:

1. Serve as the official representative of the Board of Education with the Missouri State Board of Education and other agencies.

2. Carry out all policies, rules and regulations adopted by the Board.

3. Prepare and submit the annual budget to the Board of Education.

4. Within all limits as approved by the Board of Education, approve and direct all purchases and expenditures for the district.

5. Recommend for Board approval all candidates for employment.

6. Formulate and recommend personnel policies, and be responsible for the alternate assignments of all personnel.

7. Formulate and administer means of evaluating staff members, and report findings to the Board.

8. Formulate and administer a program of supervision for the schools, with the duties and responsibilities delegated to the respective building principals.

9. Prepare monthly financial reports and report on the operation of the school system in general.

10. Provide professional leadership for the educational program of the schools, and keep the Board continuously informed on the progress and condition of the school system.

11. Develop plans for maintenance, improvement or expansion of buildings and site facilities needed to provide an adequate educational program.

12. Plan means of keeping the community informed about school matters, and serve as a representative of the schools before the public.

13. Make decisions in line with Board policies; appeals from such decisions may be heard and decided by the Board.

14. Perform other duties as assigned by the Board of Education.

TERMS OF EMPLOYMENT:

Salary, work year and vacation to be established by the Board.

EVALUATION:

Performance in this position will be evaluated annually in accordance with provisions of the Board's policy on the evaluation of the superintendent.

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Adopted: 8-12-99 Re-adopted 6-28-12

Legal Refs: *Handbook for Classification and Accreditation of Public School Districts in Missouri*, Missouri Department of Elementary and Secondary Education

Dent-Phelps R-III School District, Salem, Missouri