

C-3 QUALIFICATIONS AND DUTIES OF SUPERINTENDENT

The Superintendent of Schools is the chief executive officer of the Board of School Trustees. It is his or her responsibility to act as the professional advisor to the Board and to furnish creative leadership to the school administration. As chief executive officer, he or she shall have general oversight of the school system and shall be responsible for the efficient operation of the school system.

QUALIFICATIONS

1. Hold a valid Indiana administrative license required to serve as Superintendent of Schools.
2. Have completed a Specialist in Education Degree (Ed.S.), an equivalent degree, or a higher degree from an institution regionally accredited to offer such degree.
3. Such alternatives to the above as the Board may find appropriate and acceptable.

REPORTS TO

Board of School Trustees

SUPERVISES

Directly or indirectly, all employees of the district.

JOB GOAL

The superintendent shall see that the school system operates in such a manner that the educational philosophy and objectives adopted by the Board of School Trustees are carried out in an efficient and effective manner so as to achieve maximum results. The superintendent shall execute all policies and programs approved by the Board and provide leadership, direction and administration.

PERFORMANCE RESPONSIBILITIES

1. Serve as the chief executive officer of the Board.
2. Insure the operation of the school system is in accordance with School Board policies, special School Board agreements, and applicable state and federal laws and/or rules and that consideration is given to the recommendations of accrediting agencies and review authorities.
3. Conduct a continuous study of the development, progress, needs, and conditions of the schools and keep the Board informed concerning the findings.
4. Continuously evaluate and measure the degree to which results meet

established standards and objectives and take corrective action where indicated.

5. Maintain a basic plan of central administrative structure in terms of clarity of reporting relationships and the delegation of authority and responsibility throughout the school system.
6. Exercise leadership necessary to insure attainment of educational objectives.
7. Prepare and distribute a written agenda with supporting information prior to each regular meeting of the Board.
8. Prepare and submit according to established deadlines all required and requested local, regional, state, and national forms and reports.

INSTRUCTION AND CURRICULUM

1. Establish and maintain effective and efficient procedures, in cooperation with the professional staff, for the purpose of annually evaluating and appraising the instructional program in grades K-12.
2. Supervise procedures and criteria for the study, evaluation, and rejection or development and implementation of instructional materials, instructional equipment, physical facilities, teaching methodologies, techniques, and organizational groupings which would facilitate and maximize the educational program.
3. Supervise the committee selection and review, selection, and adoption of textbooks and other instructional materials on a regular basis.
4. Maintain a comprehensive curriculum, balanced in terms of state regulations, the needs of the local community, and the fiscal resources available.
5. Insure that curriculum committees are created and operated with the cooperation of and assistance of appropriate staff personnel in the areas of study.
6. Establish and maintain criteria and procedures for an efficient and effective on-going district-wide in-service training program for the improvement of all instructional personnel.
7. Initiate and direct procedures for the identification of all desirable and qualified federal programs and the implementation of all federal programs to include originating the proposal, designing the program, coordinating the application, supervising, and monitoring operationalized programs, and evaluating completed projects with all federal and state rules, regulations, and codes.
8. Direct the development, preparation and annual review of objectives,

curriculum guides, and courses of study.

9. Insure integration of grade levels, subject area curricula content, related materials, and schools in the school district.
10. Initiate and direct efficient and effective criteria and procedures in cooperation with and assistance from appropriate staff personnel, for the planning, development, evaluation, and revision of specialized curricula in the areas of special education in accordance with federal and state rules and regulations.
11. Direct the referral, examination, and evaluation of all pupils referred for special education and whenever necessary make additional referrals for pupils requiring professional services by appropriate outside agencies.

PERSONNEL MANAGEMENT

1. Make recommendations to the Board of School Trustees concerning the employment, promotion, transfer, dismissal, and the retirement of school employees. The superintendent shall have the authority to make assignments and establish job descriptions for all school employees. The Board has the authority to reject specific candidates recommended, but personnel finally accepted should be employed only upon the recommendation of the superintendent.
2. All individuals employed by the Board are responsible directly or indirectly to the Superintendent of Schools. He may delegate responsibilities and assign duties, but this does not relieve the superintendent of responsibility for actions of subordinates.
3. Enter into collective bargaining, negotiations, and/or discussions, as directed by the Board of School Trustees, with all employees and employee groups in accordance with established procedures, and provide reports of the status and progress of such discussions to the Board.
4. Establish and maintain a program of written performance appraisal of all personnel requiring the periodic assessment of performance and communication of results with counseling to improve effectiveness and correct deficiencies.
5. Prepare salary studies and other welfare matters for the various employees and employee groups with recommendations for compensation which are commensurate with the responsibility of the positions, equitable with comparable responsibilities in other area school corporations, and fair to the taxpayer.

PROFESSIONAL GROWTH AND DEVELOPMENT

1. Establish objectives that will result in a continuing program of professional growth and development for all the professional personnel.
2. Encourage professional renewal through readings, visitations, conference and workshop attendance, seminars, university programs, and professional organizations at the local, regional, and national levels.

FINANCIAL AND BUSINESS MANAGEMENT

1. Initiate and direct efficient and effective criteria and procedures for establishing and maintaining accurate accounting, auditing, and reporting policies and regulations of all financial objectives in accordance with state codes and regulations and the objectives and philosophy of the school corporation in a manner which will maximize the use of such information by the Board of School Trustees.
2. Prepare an annual operating and capital budget which meets the needs of the corporation for the submission to and approval by the Board of School Trustees and other legally designated agencies of the state of Indiana.
3. The superintendent has the authority, within the limits of the major appropriations approved by the Board of School Trustees, to authorize and direct all purchases and expenditures.
4. Establish and maintain procedures for requisitioning, purchasing, receiving, inspecting, storing, recording, distributing, maintaining, and operating of all equipment and supplies at a minimum cost to the corporation and in accordance with bid or quotation requirements of Indiana law.
5. Prepare and submit monthly to the Board of School Trustees an accurately detailed current report of the financial operations of the school district.
6. Supervise as directed by the Board of School Trustees the investment of inactive funds in such a manner as to yield the greatest return within the codes and regulations of the state of Indiana.
7. Make appropriate recommendations on the appraisal and annual review of insurance needs of all buildings, grounds, facilities, and equipment.

TRANSPORTATION

1. Initiate and direct efficient procedures for determining if and when buses should be delayed or not run in the event of inclement weather conditions and establish and maintain a communications network for notifying all appropriate personnel.

2. Initiate and direct efficient and effective procedures which will yield:
 - a. maximum utilization of all buses in accordance with state codes and regulations
 - b. transportation routes and time schedules
 - c. repair and maintenance of vehicles and equipment
 - d. procedures for analyzing optimum cost of the operation and maintenance of all vehicles and equipment
3. Prepare and submit in written form all specifications for purchasing of new equipment and/or vehicles and fuels.
4. Organize and coordinate with state and local officials the annual safety meetings for the bus drivers and the annual safety inspections of the buses.

MANAGEMENT OF FACILITIES

1. Establish and maintain effective and efficient procedures for the cleaning, servicing, repair, and maintenance of all school district buildings, grounds, and related equipment in a manner to maximize utilization and serviceability at all times and in accordance with all local, state, and national codes and regulations and the adopted objectives and philosophy of the school corporation.
2. Establish and maintain procedures for the requisitioning, purchasing, receiving, inspecting, storing, recording, operation, maintaining and distributing of all supplies and equipment necessary to meet the established and ongoing activities and programs of the school district.
3. Maintain procedures for the periodic inspection and evaluation of all plant facilities and grounds in order to maximize the quality and workmanship of all cleaning, servicing, and maintenance within the school corporation.

SCHOOL AND COMMUNITY RELATIONS

1. Develop and maintain criteria and procedure for effectively assessing the attitudes and reactions of the community and school personnel toward the district's educational programs, objectives, performance, and philosophy
2. Consult with and advise district personnel, upon request, in the preparation and dissemination of accurate information as required to keep school personnel and the community apprised of the corporation's programs, problems, and progress.
3. Furnish information and assist in the interpretation and dissemination of the Board of School Trustees' activities and actions to the news media, school personnel, and community at large.
4. Meet with students, staff, parents, and community publicly and privately to discuss and interpret school and community relations.

TERMS OF EMPLOYMENT

Three-year contract, twelve months per year, four weeks' vacation, with salary and fringe benefits to be established annually by the Board.

EVALUATION

Performance of this job will be evaluated in December and in June of each year in accordance with provisions of Board Policy A-11, "Evaluation of the Superintendent."

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/10/66

REVISED: 08/01/72, 06/12/79, 10/12/89, 10/14/10, 12/08/16