

SANTEE ELEMENTARY SCHOOL DISTRICT

SUPERINTENDENT

DEFINITION:

The Superintendent serves as chief executive officer of the Board; administers the schools in accordance with the laws of the state, rules and regulations of the State Board of Education and the policies adopted by the Board of Education; coordinates the work of all schools and departments; furnishes educational leadership to the Board, district staff, and community.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Serves as Secretary to the Board.
Prepares agendas for Board meetings.
Keeps abreast of current trends in education and advises the Board as to desirable courses of action.
Provides for the supervision of instruction, district personnel, and operation of the schools. Recommends the organization, rearrangement of the supervisory and administrative staff including instruction and business affairs.
Recommends selection, placement and transfer of personnel.
Attends appropriate professional meetings at the local, state and national levels.
Advises the Board in areas needing policy development or revision.
Maintains a written policy manual of current district policies.
Provides leadership for the involvement of staff and the public in the continuous development, evaluation and revision of the program of studies.
Develops testing and other procedures for evaluating instructional program effectiveness.
Organizes a planned program of curriculum improvement.
Supervises and coordinates the evaluation of all personnel.
Recommends dismissals or failure to re-employ as may be necessary.
Notifies personnel of official Board action concerning them.
Recommends pupil-teacher ratios and number of staff to be employed in all departments.
Implements a program providing for the professional growth of members of the management team.
Develops and maintains long-range plans for facilities and programs.
Provides a continuing safety program for all persons involved in the district's activities.
Prepares, interprets and presents the detailed budget.
Administers the budget and keeps expenditures within its limits.
Makes financial reports.
Recommends an adequate insurance program.
Works with parent groups and other organizations.
Participates in community affairs.
Develops and implements programs which provide for needs of exceptional children.
Plans and directs school health services.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: – continued

Implements policies covering corporal punishment) truancy, vandalism, attendance, pupil discipline, suspension or expulsion procedures.

Assists the Board in preparing instructions for its representatives in the meet and negotiate process.

Performs such other duties assigned by the Board) provided such duties shall be in character and consistent with the position of Superintendent of Schools.

QUALIFICATION GUIDE

Knowledge and Abilities: Work cooperatively with the Board of Education in order to accomplish mutual goals.
Set priorities in the use of personnel and finances so that the instructional program operates at the highest possible level of effectiveness.
Communicate effectively with parents, staff, and community members.
Consult and involve those affected by decisions in decision making.
Make difficult choices and defend them.
Work effectively under collective bargaining with the management team and district employees.
Articulate efforts of this district with high school district.
Know curriculum and its implementation.
Coordinate efforts of staff rather than be personally responsible.

Education: Master's degree, doctorate preferred.

Experience: Elementary teaching, curriculum development, budget preparation and management, employee-employer relations, administration preferably at both school and central office, and involvement in community activities.

Credential(s): Appropriate California administrative credential.
Out-of-state candidates otherwise qualified will be given one year to obtain the necessary credential.