

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

- (1) ~~Florida certification in School Administration and Supervision.~~ **Master's Degree (earned doctorate from an accredited institution desirable)**
- (2) ~~Master's Degree in School Administration, Educational Leadership, School Principal or Professional School Principal~~ **Ten (10) years of progressively responsible leadership-management experience (both school principal and central office management desirable).**
- (3) ~~School Administration experience at school and county level~~
- (4) Such alternatives to the above as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

~~Knowledge of all facets public school leadership. Must have full understanding of the Florida Public School Finance system including a knowledge of Capital Outlay finance. Must possess an ability to work cooperatively with a wide variety of people. Must understand the role of the public schools in light of the technological revolution taking place in America. Must be able to inspire others, lead when times are difficult, and maintain a healthy, positive, attitude about the future. The superintendent must be well organized and accessible to staff and public. Must be able to act decisively.~~

Knowledge of teaching and learning processes. Knowledge of organization and management theory and practice. Knowledge and commitment to decentralized decision-making and accountability for results that facilitate creative processes toward achievement of district expected results. Knowledge of public school finance system including budget development and implementation, and support services delivery systems. Knowledge of Capital Outlay finance. Ability to work cooperatively with a wide variety of people and communicate effectively with people to focus resources (both human and financial) toward the achievement of district-expected results. Ability to implement and oversee systems for monitoring progress toward goals and systems of continuous improvement specifically targeted at student achievement and instruction. Ability to facilitate group processes in consensus building, conflict resolution, planning and decision-making. Must be able to inspire others, lead when times are difficult, and maintain a healthy, positive, attitude about the future. The superintendent must be well-organized and accessible to staff and public.

REPORTS TO:

~~Board of Education~~ **School Board**

JOB GOAL

~~To provide leadership in all facets of the educational operation and to serve as the chief executive officer to the Board of Education.~~ **The Superintendent shall be the Chief Executive Officer (CEO) of the District as described by School Board policy and Florida law. Superintendent shall be delegated all powers and duties to the full extent permitted by law as prescribed in Section 1001.51, Florida Statutes.**

SUPERVISES:

All administrative and supervisory personnel of the district.

PERFORMANCE RESPONSIBILITIES:

- * (1) **Manifest a professional code of ethics and values**
- * (2) To evaluate the effectiveness of all phases of the school program, including curriculum, instruction, books, materials, equipment, supervision, administration, business procedures, auxiliary services, efforts to promote public understanding, and other aspects of the total program.
- * (3) To develop plans for both current situations and for long-range improvements in each of the areas listed above, working closely with other personnel in the various divisions of the school organization and with the Board.
- * (4) To report on the results of this evaluation efforts and his recommended plans for improvement to the Board, and with the approval of the Board, to the general public through speeches, news releases and school community activities.
- * (5) To serve as the representative of the Board in handling public complaints and criticisms of any phases of the school system, bringing unresolved problems to regular or special meeting of the Board.
- * (6) **Represent the interests of the Board and the District in day-to-day engagement with parents, other citizens, community organizations and governmental agencies.**
- * (7) To make recommendations to the Board after consultation with other appropriate personnel concerning the employment, promotion or separation of all personnel.
- * (8) To be responsible, subject to Board approval, for the initial selection of all personnel, the definition of job responsibilities, and the placement of all personnel.
- * (9) To provide in-service professional growth of all personnel responsible directly to ~~him~~ **the Superintendent.**
- * (10) Recommend measures to the Board to assure adequate educational facilities throughout the district. To recommend plans for insuring the operation of all schools for the term authorized by the Board.
- * (11) To prepare and submit the annual school strategic plan and budget to the Board for adoption according to law. ~~Is also responsible for accurate records of all financial transactions.~~
- * (12) **Responsible for providing accurate records of all financial transactions, internal monitoring data and reports as required by Board Policies.**
- * (13) To stay abreast of trends and developments that may affect the well-being and future of the school district, and to apply the best techniques and knowledge to district operations.
- * (14) To formulate rules, regulations, procedures, and policies for School Board approval, and to ensure enforcement of rules and regulations promulgated by order of the School Board.
- * (15) **Oversee the preparation of Board meeting agendas. Submit recommendations to the Board relative to all matters requiring Board action. Attend, or have a representative attend, all meetings of the Board.**
- * (16) To keep the Board continuously and adequately informed concerning all functions of the school system including:
 - a. planning and evaluation
 - b. curriculum
 - c. facilities
 - d. financial affairs

- e. personnel
- f. transportation
- g. special programs
- h. management

*(17) To provide moral and ethical leadership for the school system. To demonstrate respect for individuals as human beings, including students, teachers, parents, employees, and all other community citizens.

*(18) To develop, in close cooperation with the School Board, a set of goals and objectives for the school district for ensuing school year.

*(19) To perform such other duties as the Board may direct.

~~TECHNOLOGY ACCESS: NEFEC STUDENT ACCESS~~

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6