

Cape Girardeau Public School District No. 63
Job Description

Job Title: Superintendent of Schools

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Board of Education

Brief Description of Position:

The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

- Administrative Assistant to the Superintendent
- Assistant Superintendents
- Director, Special Services

Required Qualifications:

- Specialist degree or higher in educational administration
- Valid Missouri superintendent certificate
- Maintain collegial working relationships with staff and members of the Board of Education
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management
- Have listening skills sufficient to receive inquiries and complaints and respond appropriately
- Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents
- Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts
- Ability to use appropriate problem-solving techniques
- Demonstrate the ability to work effectively with community groups, parents and agencies
- Demonstrate skills in computer word processing, spreadsheets and data bases

Preferred Qualifications:

- Working knowledge of Professional Learning Communities

Essential Duties and Responsibilities: (organized by work area)

Student Performance

- Serve as the instructional leader for the district
- Facilitate curriculum design and implementation and alignment based on research, applied theory and best practices
- Ensure the district is accredited pursuant to the Missouri accreditation process
- Promote student achievement as the primary focus of all district staff

Highly Qualified Staff

- Direct hiring, assignment and training of staff
- Direct a performance-based evaluation program for all staff
- Hear staff complaints and grievances
- Commit to ongoing personal and professional development
- Participate in a standards-based performance evaluation at least annually
- Act in accordance with a code of ethics appropriate to the position

Facilities, Support and Instructional Resources

- Manage the financial affairs of the district and provide the Board with financial reports monthly or as requested
- Advise the Board on matters of finance, policy, facilities and personnel
- Maintain district records
- Submit all reports and data required by state and federal law
- Maintain facilities that are safe, adequate, efficient and conducive to learning
- Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction

Parent and Community Involvement

- Represent the school district at local events
- Serve as an advocate for the district to the public and state lawmakers
- Build and maintain relationships with community leaders, local government officials and civic organizations
- Serve as the district liaison with law enforcement, first responders and other emergency agencies and personnel

Governance

- Facilitate and attend Board meetings
- Provides Suggested Job Description
- Develop agendas for Board meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings
- Delegate duties to members of the administrative team as appropriate
- Implement the district's strategic plan
- Implement Board policy through written administrative procedures
- Performs other duties as assigned by the Board of Education.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator