



Code: **CBA**
Adopted: 4/24/91
Revised/Readopted: 12/08/04; 4/24/13; 10/23/13
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

- POSITION:** Superintendent of Schools
- QUALIFICATIONS:**
1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
 2. Successful experience as an educational leader and administrator;
 3. In lieu of the experience and training requirements above, the board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator license requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;
 4. Other qualifications as determined by the Board.
- REPORTS TO:** Board of Directors
- SUPERVISES:** Central office administrators and principals; and through them, all district personnel.
- JOB GOAL:** Provides for effective administration of all schools and departments, and educational leadership throughout the school system and community.

PERFORMANCE RESPONSIBILITIES

Leadership

This standard stresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and understanding multi-cultural and ethnic differences.

1. Engages in academic leadership with a focus on rigor and learning for all students.
2. Supervises a curriculum process that includes the involvement of faculty and other stakeholders in enhancement and renewal of curriculum that is aligned with assessment and consistent with state standards and research-based best practices.
3. Develops, implements, promotes and monitors continuous improvement processes.

4. Assesses student progress using a variety of appropriate and research-based techniques.
5. Models learning for staff and students.
6. Promotes and expects a school-based climate of tolerance, acceptance and civility.
7. Models ethical behavior and values consistent with the mission of the district.

Support for the Board

This standard stresses the superintendent's performance in providing the necessary support for the Board in its policy-making capacity.

1. Keeps the Board informed about issues, needs and operation of the district.
2. Develops and provides professional recommendations to the Board on items requiring Board action.
3. Recommends, interprets, administers and supports the intent of Board policy.
4. Promotes teamwork-working relationship with the Board.
5. Maintains liaison between the Board and personnel working toward a high degree of understanding and respect between the staff and Board.
6. Seeks and accepts constructive criticism of performance.

Policy and Governance

This standard stresses working with the Board to formulate internal and external district policy, defining mutual expectations of performance with the Board and demonstrating good school governance to staff, students and the community at large.

1. Understands and articulates the system of public school governance and differentiates between policy making and administrative roles.
2. Develops for Board consideration policy based upon law, legal interpretation and best practice.
3. Implements Board policy through development of necessary administrative regulation, appropriate use of legal resources, effective communication and appropriate use of district resources.
4. Uses legal counsel in governance and procedures to avoid civil and criminal liabilities where possible.

Communications and Community Relations

This standard emphasizes the skills necessary to establish effective two-way communications not only with students, staff and parents, but the community as a whole including beneficial relationships with the media. It also stresses responding to community feedback and building community support for the district.

1. Demonstrates effective communication skills (written verbal and nonverbal contexts, formal and informal settings, large and small group and one-on-one environments).
2. Develops formal and informal techniques to determine external perceptions of district.
3. Promotes involvement of all stakeholders in the process of schooling.
4. Establishes effective school/community relations, school/business partnerships and public service/school interaction.
5. Works productively with the media.

Organizational Management

This standard requires the superintendent to coordinate the administrative departments, supervise district administrators and supervise the allocation of district resources to implement Board mission, vision and goals.

1. Supervises budget processes including financial forecasting, planning, cash flow management, account auditing and monitoring.
2. Supervises personnel functions including recruitment, hiring and contract management.
3. Supervises management of school facilities and develops a process that builds internal and public support for facility needs, including bond issues.
4. Supervises principals.
5. Supervises compliance with federal and local laws and regulations as they pertain to public schooling.
6. Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.

District Planning

This standard requires the superintendent to direct attention to development of short and long range goals with the Board, attainment of those goals as adopted by the Board of directors and to report progress toward goal attainment on a regular, prescribed periodic basis.

1. Develops with Board and annually reviews district vision and mission.

2. Develops with the Board short and long range plans for the district.
3. Develops with staff objectives to reach the Board goals.
4. Monitors progress toward reaching Board goals.
5. Provides reports to the Board describing the progress toward reaching district goals.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0050](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)