

Eugene School District 4J

Code: **CBA**

Adopted: 3/7/84; 6/16/75; 7/27/73

Revised: 6/16/75, 6/1/83, 3/7/84,
11/4/98, 12/11/02

Orig. Code(s): 2200; 2220.4, 2220.6;
2210, 2220, 2220.1,
2220.2, 2220.3, 2220.5

Qualifications and Duties of District Superintendent

The superintendent is hired by the board as superintendent-clerk and as chief executive officer for the district. The superintendent provides leadership for the educational program and is ultimately responsible for all areas of the district's operation.

Qualifications of Superintendent

The superintendent shall have the skills and abilities essential to educational and administrative leadership.

- Commitment to be a highly visible advocate of children and public education.
- Commitment to providing equitable, comprehensive, educational programs to maximize achievement for all students.
- Commitment and skills necessary to develop and maintain community partnerships.
- Integrity, courage, and respect for others.
- Vision and leadership to promote instruction.
- Commitment to school-based decision making.
- Accessibility to all constituents; outstanding skills in consensus building.
- Leadership with local, state, and federal governments.
- Experience in educational leadership.
- Understanding of and ability to direct strategic planning, fiscal management, and collaborative collective bargaining.
- Ability to lead School District 4J given its size and complexity.
- Commitment to ongoing personal and professional growth.
- Excellent written and oral communication skills.
- Earned doctorate or the equivalent training and experience.
- Ability to obtain and maintain a state of Oregon superintendent's license.

Major Duties and Responsibilities

The superintendent, with assistance of appropriate staff members, shall have responsibility to carry out the following duties:

1. Administrative

- Serve as the executive officer of the school board and be charged with the responsibility of implementing the policies of the board.
- Serve as clerk of the district without additional compensation.
- Prepare the agenda for each board meeting in consultation with the board chair.
- Participate in all deliberations of the board when such deliberations do not involve the employment of the superintendent.
- Administer the schools to conform with the adopted policies of the board, the rules and regulations of the State Board of Education, the Oregon Department of Education, and in accordance with state law.
- Develop administrative principles and procedures for implementing board policies and, with the staff, provide a continuous appraisal of all policies originating with the school board.
- Evaluate the administrative staff as defined by district policies and procedures.

2. Personnel

- Recommend employees for appointment, promotion, renewal, contract extension, contract non-renewal, contract non-extension, transfer, demotion, suspension, and dismissal in accordance with the policies of the board and Oregon Revised Statutes.
- Assign licensed and classified personnel.
- Receive and reply to grievances.

3. Curriculum and Textbooks

- Prepare and submit to the board for approval the curriculum to be offered in the schools of the district.

- Recommend textbooks for adoption. Establish procedures to appropriately involve directors, teachers, principals, supervisory personnel, and representatives from student and community groups as may be necessary to ensure careful consideration for the preparation and selection of courses of studies, textbooks, and other instructional materials.

4. Financial

- Submit financial and other reports to the board to keep it informed of the current status of the district's fiscal and other affairs.
- Serve as executive officer of the budget committee as required by ORS 294.311.

5. Planning

- Develop recommendations to the board for the improvement of the schools and their instructional programs.
- Determine the need for additional school facilities, recommend to the board plans for meeting the need, and work with architects selected by the board to plan the additional required facilities.
- Identify any school facilities which have become surplus or obsolete and recommend to the board plans for their disposition.
- Approve attendance boundary changes which are necessary as a result of the opening or closing of a school, or adjustments to balance enrollments between schools.

6. General

- Attend, at the expense of the district, professional meetings of state and national scope and, within the limits of funds provided for this purpose, provide for attendance of other members of the district staff for the purpose of keeping informed of current progress in education.

END OF POLICY

Qualifications and Duties of District Superintendent – CBA
(continued)

Legal Reference(s):

[ORS 327.133](#)

[ORS 332.405 - 332.427](#)

[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](#)