

Grant County Education Service District

Code: **CBA**
Adopted: 9/25/12

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current Oregon administrative license with a superintendent's endorsement or a transitional superintendent license and credentials to satisfy state law for education service district licensure;
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 licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission (TSPC) approval pursuant to OAR 584-080-0151 and 584-080-0161;
4. Other qualifications as determined by the Board;
5. Certificate from TSPC based on work experience and advanced study indicating a higher degree of competency, knowledge and skill of theories related to change, strategic planning and financial planning and is capable of formulating inter-organization cooperation and developing partnerships.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all ESD personnel.

JOB GOAL: Provide effective administration of all ESD operations and educational leadership throughout the component school districts.

Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the ESD programs and services;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;

3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;
6. Recommends the appointment, assignment, transfer, promotion, renewal, contract extension, demotion, contract non-renewal, contract non-extension or discharge of any employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Directs the professional supervisory staff in visits to sites and programs and services under his/her charge; through this staff, directs, assigns and assists teachers and all other ESD employees in the performance of their duties; and performs other duties as the Board determines;
8. Directs the work of the professional staff and others in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
9. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the ESD for the ensuing budget period and submits this estimate to the Board in accordance with law;
10. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
11. Exercises leadership in directing planning activities as required by statute and rule and in studies of ESD sites and buildings, considering the population trend and the needs of the ESD, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
12. Represents the ESD in dealings with other educational service districts and school systems, social institutions, business firms, government agencies and the general public;
13. Keeps the public informed about current ESD programs and services.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 334.125](#)

[ORS 334.225](#)

[ORS 342.121](#)

[ORS 342.125](#)

[ORS 342.143](#)

[ORS 342.173](#)

[ORS 342.175](#)

[ORS 342.200](#)

[OAR 581-023](#)-0006 to -0041

[OAR 581-024](#)-0205 to -0310

[OAR 584-020](#)-0000 to -0045

[OAR 584-036](#)-0035(1)

[OAR 584-046](#)-0003 to -0055

[OAR 584-080](#)-0151 to -0153

[OAR 584-080](#)-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent