

Grants Pass School District 7

Code: **CBA**
Adopted: 6/14/88
Revised/Readopted: 2/24/04
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

Recruited by: Board of Directors or its designees.

Elected by: Board of Directors

Length of Election: Two years renewable by January 15, in second year of contract.

Terms of Contract: Contract terms, benefits and salary to be arranged with the Board of Directors.

Required Qualifications:

An earned master's degree with a major in educational administration or management plus one year of related graduate work beyond the master's degree; a minimum of three years' administrative and supervisory experience in a major leadership position; a valid Oregon superintendent's license; other requirements stipulated by the Board.

Desired Qualifications:

An earned doctorate degree with a major in educational administration or management. Other desirable minor areas of study are political science, school-community relations, curriculum or instruction; a minimum of eight years' administrative and supervisory experience in major leadership positions including central office experience.

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 approval pursuant to OAR 584-080-0151 and 584-080-0161.

Special Requirements

To provide highly visible leadership in developing and maintaining effective and efficient educational programs and services; ability to work effectively with others and to motivate them to contribute their best toward the achievement of common organizational goals and objectives; sensitivity and imagination in applying principles of contemporary educational programs and services which meet the identified needs of the various client groups served by the district; effective speaking and writing capabilities.

Appraisal of Performance:

Performance of these position responsibilities will be formally evaluated annually in December by the Board based upon Board policy CBG - Evaluation of the Superintendent.

Working Relationships

Reports to: Board of Directors

Directly Supervises: Administrators of Central Office, Principals and Supervisors

Basic Function

Serves as chief administrative officer of the Board providing overall coordination and leadership to district personnel and programs for the community's public schools, in accordance with the Board's policy, statements of philosophy, goals and objectives.

Type of Functions Performed Frequently:

1. Chief administrative officer of the district as executive officer of the Board;
2. Coordination of functions of the administrative team;
3. Delegation of decision making to members of the administrative team;
4. Demonstrator of administrative leadership;
5. Stimulator of thought and action among administrative team members;
6. Appraisal of district progress toward achievement of goals;
7. An informed and articulate leader of the administrative team;
8. Direct supervisor of personnel;
9. Educational leadership through effective planning and systematic implementation of district objectives.

Duties and Responsibilities

The three major areas of responsibility for the superintendent will be: budget, curriculum and communication with the Board.

Position Responsibilities

1. Attends and participates in all regular and special meetings of the Board, except when his/her own employment or salary is under consideration or unless excused by the Board.
2. Advises the Board on the need for new and/or revised policies.
3. Coordinates the implementation and interpretation of all Board policies with state and federal laws relevant to Oregon school districts.
4. Coordinates and recommends all matters requiring Board action, placing before the Board supportive and helpful facts, information and reports as are needed to ensure informed decisions. The Board will be given alternatives on important issues with recommendations by the superintendent and ramifications of each.
5. Prepares an agenda for each meeting of the Board according to policy on agenda development.
6. Keeps written records of all regular and specially called meetings of the Board.
7. Keeps the Board informed on all plans, practices concerns and operations of the district.
8. Exercises power to make administrative regulations and procedures for district employees and students, as may be necessary, to implement effectively Board policy and to assure the efficient operation of the district.
9. Acts on own discretion if action is necessary in any matter not covered by Board policy, reports such action at the next regularly scheduled Board meeting, and recommends a policy in order to provide guidance in the future if he/she feels that such a policy is necessary.
10. Coordinates the development and maintenance of effective educational programs designed to meet the identified needs of the students served by utilizing appropriate involvement of district personnel.
11. Coordinates in-service and orientation programs for the district.
12. Makes administrative personnel appointments and assignments, defines each position, assigns responsibilities of all administrative personnel and follows guidelines of existing collective bargaining agreements and other contracts.
13. Assigns administrative personnel based upon the needs of the district and assures that administrators so assigned hold proper licenses at the time they assume their positions.
14. Coordinates personnel services of the district including positions required, transfers, suspensions, discharges, records, negotiations and evaluations, according to Board policies or expressed desires. Keeps Board informed about significant personnel matters.

15. Coordinates updates of the job descriptions for all employees of the district.
16. Recommends the number and types of positions required to provide adequate personnel for implementing effective educational programs and services.
17. Coordinates the voluntary and involuntary transfers of all employees according to the best interests of the district within the framework of existing contracts, state and federal laws.
18. Suspends any employee for just cause and reports such suspension to the Board immediately for formal action at the next meeting thereafter.
19. Coordinates the overall financial planning of the district and procedures for development of the annual budget; submits the budget to the budget committee for review and approval; submits the budget to the Board for adoption.
20. Coordinates the general operation and maintenance of school facilities and equipment and the purchase, storage, distribution and inventory of supplies and equipment.
21. Determines the boundaries of neighborhood school attendance areas, subject to approval of the Board.
22. Coordinates all property purchases and sales deemed necessary, and coordinates the proper execution of such transactions according to Board policy and instruction.
23. Coordinates studies and long-range planning related to school organization, attendance, school program evaluations and financing requirements.
24. Coordinates the processing and submission of required local, state and federal reports.
25. Represents the Board as liaison between the district and the community.
26. Represents the district in its dealings with other school districts, institutions, agencies and community organizations.
27. Keeps informed of modern educational thought and practice by continually updating skills, by visiting school districts elsewhere, by attending state conferences and seminars within limits of the budget and by sharing educational advancements developed in the district with other practitioners. With prior Board approval, attends out-of-state conferences or workshops. Reports all relevant information gained in attendance at conferences or workshops.
28. Keeps the Board informed of changes in state and federal law as they apply to the district.
29. Spends as much time as possible in the buildings talking with personnel for the purpose of “getting involved” on a personal basis and for good public relations. It is also considered important for the

superintendent to be “out and around” the community as much as possible, getting to know the patrons and promoting good public relations.

30. Performs all other duties which are necessary to ensure the proper functioning of educational programs and services in the district which are related to the position of superintendent.
31. Reviews this job description with the Board at the beginning of each fiscal year to ensure maximum mutual understanding of each clause contained herein.

END OF POLICY

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](#)