

Imbler School District 11

Code: **CBA**
Adopted: 10/00
Readopted: 5/20/14
Orig. Code(s): 3624

Qualifications and Duties of the Superintendent

Qualifications:

1. A current Oregon administrative license with an authorization for all levels, 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 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;
4. Other qualifications as determined by the Board.

Reports to: Board of Directors

Supervises: Directly or indirectly, every district employee.

Job Goal: To inspire, lead, guide and direct every member of the administrative, instructional and supporting services team in setting and achieving the highest standards of excellence so that each individual student enrolled in the district may be provided with a complete, valuable, meaningful and personally rewarding education.

Performance Responsibilities:

1. Attends and participates in all meetings of the Board and its committees, except when his/her own employment or salary is under consideration;
2. Advises the Board on the need for new and/or revised policies and sees that all Board policies are developed and implemented;
3. Prepares the annual operating budget recommendations and implements the Board-approved budget;
4. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information and reports as are needed to insure the making of informed decisions;

5. Informs and advises the Board about the programs, practices and operations of the schools and keeps the Board informed of the activities operating under the Board's authority;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed 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. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Reports to the Board the case of any employee whose service is unsatisfactory and recommends appropriate action;
10. Holds such meetings with teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools;
11. Delegates, at his/her own discretion, to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of final responsibility for the action taken under such delegation;
12. Keeps informed of modern educational thought and practices by advanced study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means; and keeps the Board informed of trends in education;
13. Studies and revises, together with the staff, all curriculum guides and courses of study on a continuing basis;
14. Recommends to the Board for its adoption, all courses of study, curriculum guides and major changes in texts and time schedules to be used in the schools;
15. Submits to the Board a clear and detailed explanation of any proposed procedure which would involve either departure from established policy or the expenditure of substantial sums;
16. Oversees the maintenance of adequate records for the school, including a system of financial accounts, business and property records; and personnel, school population and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records and other papers belonging to the Board;
17. Makes recommendations to the Board concerning the transportation of students in accordance with the law and the requirements of safety;

18. Provides suitable instructions, regulations and supervision to govern the use, care and maintenance of school properties for school purposes;
19. Provides leadership in the operation of a sound school lunch program;
20. Supervises and maintains a positive public relations program;
21. Attends, or delegates a representative to attend, all meetings of municipal agencies at which matters pertaining to the public schools appear on the agenda or are expected to be raised;
22. Performs such other tasks as may from time-to-time be assigned by the Board.

Terms of Employment: 230-day contract. Salary to be negotiated with the Board.

Evaluation: Performance of this job will be evaluated annually, in accordance with provisions of the Board’s policy CBG - Evaluation of the Superintendent.

END OF POLICY

Legal Reference(s):

ORS 327.133	ORS 342.175	OAR 581-023-0220 to -0240
ORS 332.075	ORS 342.200	OAR 584-020-0000 to -0045
ORS 332.515		OAR 584-036-0035(1)
ORS 342.125	OAR 581-022-0102 to -1940	OAR 584-046-0005 to -0024
ORS 342.140	OAR 581-023-0006 to -0041	OAR 584-080-0151
ORS 342.143	OAR 581-023-0104	OAR 584-080-0152
ORS 342.173	OAR 581-023-0112	OAR 584-080-0161

Cross Reference(s):

CBG - Evaluation of the Superintendent