

Qualifications and Duties of the Superintendent

The Board requires the superintendent to be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license that qualifies an administrator for a superintendency;
2. A master's or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level for a minimum of three years;
4. Service as a superintendent or administrative experience for a minimum of three years.

The superintendent will have the following personal and professional qualities:

1. Knowledge of:
 - a. Elementary and secondary school instructional programs;
 - b. Trends in elementary and secondary education;
 - c. Program evaluation techniques;
 - d. Personnel evaluation practices;
 - e. Consultation and/or negotiation procedures;
 - f. State standards for school buildings and grounds;
 - g. State standards and regulations governing student transportation and school buses;
 - h. Federal regulations and legislation pertaining to school programs;
 - i. Budgeting and accounting procedures;
 - j. Successful management techniques.
2. Skills including ability to:
 - a. Effectively evaluate personnel;
 - b. Write and speak fluently;
 - c. Compile and summarize data;
 - d. Meet and work effectively with a wide variety of people;
 - e. Analyze statistical data;
 - f. Interpret district policy and make appropriate decisions;
 - g. Direct the activities of subordinates;
 - h. Develop alternative solutions to problems;
 - i. Solicit honest staff reactions to proposals;
 - j. Analyze staff proposals for change;

- k. Accept adversity;
 - l. Coordinate and plan.
3. Attitudes including willingness to:
- a. Adjust to new conditions and situations;
 - b. Accept responsibility;
 - c. Delegate responsibility;
 - d. Attack difficult problems;
 - e. Ask for and accept suggestions from staff;
 - f. Accept and analyze suggestions for change;
 - g. Engage in a continuous in-service training program;
 - h. Accept direction and supervision;
 - i. Promote the opportunity for exchange of ideas and information between schools and the community.

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 -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)

[OAR 581-023-0220 to -0240](#)
[OAR 584-020-0000 to -0045](#)
[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Superintendent's Evaluation