

# Knappa School District 4

Code: **CBA**  
Adopted: 8/18/03  
Readopted: 11/26/12  
Orig. Code(s): CBA

## **Qualifications and Duties of the Superintendent**

The superintendent shall be a proactive educational and organizational leader. The following professional experience and training are high priorities:

Demonstrate success in:

1. Involving people in decision-making processes and in team building;
2. Leading and managing change;
3. Facilitating continuous change;
4. Fostering active interaction with government, business and community;
5. Overseeing school and/or district office business management.

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 with a superintendent's endorsement;
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 five years;
4. Service as a superintendent or administrative experience in the central administration of a school system for a minimum of two years.

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 584-0800161.

As chief executive officer of Knappa School District, the superintendent shall develop the means to implement district goals and policy, and be held accountable for all aspects of effective and efficient district operations. In addition, the superintendent shall:

1. Establish an effective organizational climate by:
  - a. Providing visible, consistent and accessible leadership;

- b. Empowering stakeholders to contribute;
  - c. Developing a shared vision and sense of responsibility and accountability.
2. Initiate and maintain open communication among staff, Board and community on all phases of district operation;
  3. Serve as educational leader to the Board, staff and community by remaining informed about trends in educational thought and practice;
  4. Help the Board make sound judgments by providing information and analysis and initiate recommendations on matters of policy, goals and other action;
  5. Develop and recommend to the Board short- and long-range plans for educational programs and financial resource which are consistent with district goals and community needs;
  6. Serve as clerk of the Board and perform duties as prescribed by law or assigned by the Board including, but not limited to:
    - a. Assuring that the district business operations are efficiently run through assigning, supervising, developing and evaluating all district staff;
    - b. Assisting the Board in labor relations activities;
    - c. Managing curriculum development;
    - d. Creating a budget based on district goals and an educational plan;
    - e. Assuring compliance with government regulations.
  7. Apply effective methods of providing, monitoring, evaluating and reporting student achievement and using good research and assessments to improve the learning process;
  8. Implement district goals.

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 -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](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent