

Qualifications and Duties of the Superintendent

General Statement of Authority and Responsibility

The Board of Directors of School District 549C delegates to the superintendent the administration of school district 549C and shall have executive capacity to carry out the policies of the district and applicable state and federal laws. In fulfilling this responsibility, the superintendent shall require from staff members such information and reports as are necessary.

The superintendent has the sole authority and responsibility to recommend to the Board of directors, with reasonable time for consideration, approval, and/or confirmation the appointment, assignment, retention, transfer, promotion, demotion, dismissal, contract extension, contract nonextension, contract renewal, nonrenewal or suspension of all licensed employees. The superintendent has the authority to act on all classified personnel matters. In order to expedite the formulation of these recommendations, the superintendent shall cause to be implemented appropriate programs for personnel recruitment, selection, and evaluation.

The superintendent is authorized to call meetings of staff members as are necessary for discussion of all matters relating to the educational or business matters of the district.

The superintendent shall attend and participate in all meetings of the Board of directors unless it is one in which the employment or salary of the superintendent is being discussed, or by mutual consent the superintendent may be absent for a reason authorized by the Board.

In view of the comprehensive nature of the role of the Superintendent, he or she may delegate specific responsibilities, which the Board of directors has entrusted to him or her, but in every instance, he or she shall continue to be responsible to the Board for the execution of delegated responsibilities.

These duties and responsibilities of the Superintendent should not conflict nor supersede the powers and duties provided to the district 549C Board of directors under the Oregon Revised Statutes

Performance Responsibilities

LEADERSHIP AND DISTRICT CULTURE

The superintendent will:

1. Facilitate a community process to develop and implement a shared vision that focuses on teaching and learning;
2. Promote academic rigor that focuses on learning and excellence for students;

3. Create and support a community of learners that empowers others to reach high levels of performance to achieve the district's vision;
4. Promote and expect a districtwide climate of tolerance, acceptance and civility;
5. Develop, implement, promote and monitor continuous improvement processes.

POLICY AND GOVERNANCE

The superintendent will:

1. Understand and articulate the system of public school governance and differentiate between policy making and administrative roles;
2. Establish procedures for superintendent/Board interpersonal and working relationships;
3. Promote shared decision making as pervasive throughout the system;
4. Understand and interpret the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools;
5. Work collaboratively with local/state/federal governments, other colleagues, professional organizations, business and community groups in furthering educational goals;
6. Use the district's legal counsel(s) in governance and procedures to avoid civil and criminal liabilities for the district.

COMMUNICATIONS AND COMMUNITY RELATIONS

The superintendent will:

1. Clearly articulate district vision, mission and goals to community and media;
2. Develop formal and informal techniques to gain external perceptions of district;
3. Demonstrate effective communication skills (written, verbal and nonverbal contexts, formal and informal settings, large and small group and one-on-one environments);
4. Promote involvement of all stakeholders to fully participate in the process of schooling;
5. Demonstrate mediation and conflict resolution skills;
6. Understand the role of media in shaping and forming opinions as well as how to work with media.

ORGANIZATIONAL MANAGEMENT

The superintendent will:

1. Exhibit sound organizational and personal planning and time management skills including appropriate delegation of responsibilities;
2. Acquire, allocate and manage all resources to ensure successful student learning;
3. Make rules and regulations to govern routine matters and sees that such rules and regulations are communicated to employees;
4. Demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring;
5. Articulate budget complexities to public in respectful, understandable manner;
6. Demonstrate the ability to use technology to enhance administering business, student and other information and support systems;
7. Develop and monitor long-range plans for school and district technology and information systems, making informed decisions about computer hardware and software and staff development and training needs;
8. Demonstrate knowledge of school facilities and develop a process that builds internal and public support for facility needs, including bond issues;
9. Establish procedures and practices for dealing with emergencies such as weather, threats to the district or schools, student violence and trauma.

CURRICULUM PLANNING AND DEVELOPMENT

The superintendent will:

1. Develop core curriculum design and delivery system based on academic content and assessment standards and best practices;
2. Establish curriculum planning to anticipate occupational trends and school-to-work career or school-to-post-secondary educational needs;
3. Include the use of computers, the Internet, networking, distance learning and other technologies in educational programming;
4. Assess student progress using a variety of appropriate techniques;
5. Involve faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.

INSTRUCTIONAL LEADERSHIP

The superintendent will:

1. Implement appropriate safety and security practices in schools;
2. Formulate a plan to assess appropriate teaching methods, classroom management and strategies for all learners. Ensure that staff members are knowledgeable about the characteristics of disabilities and the referral procedures for all students, including preschool children, suspected of having disabilities. Ensure that staff members are knowledgeable about the characteristics of English Language Learners and the referral procedures for identifying English Language Learners.
3. Establish instructional strategies that include cultural, socio-economic, and other diversities, as well as differences in learning styles;
4. Apply effective methods of providing, monitoring, evaluating and reporting student achievement and using good research and assessments to improve the learning process.

HUMAN RESOURCES LEADERSHIP

The superintendent will:

1. Work with faculty and other stakeholders to identify system and staff needs and organize, facilitate and evaluate effective professional development focusing on integrating district and school goals, improving student learning and applying effective adult learning strategies;
2. Demonstrate use of system and staff evaluation data for personnel policies, decision making, promotion of career growth and professional development;
3. Diagnose and improve organizational morale;
4. Identify and apply appropriate policies, criteria and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity;
5. Assess individual and institutional sources of stress and develop methods for reducing stress;
6. Establish effective personnel practices and procedures regarding student information systems.

VALUES AND ETHICS OF LEADERSHIP

The superintendent will:

1. Exhibit multicultural and ethnic understanding and sensitivity;
2. Model and promote a professional code of ethics, personal integrity, and accepted moral and ethical standards in all interactions.

LABOR RELATIONS

The superintendent will:

1. Develop bargaining strategies based upon collective bargaining laws and processes;
2. Identify contract language issues and propose modifications;
3. Participate in the collective bargaining processes as determined by the Board;
4. Establish productive relationships with bargaining groups while managing contracts effectively.

BOARD/DISTRICT GOALS

The superintendent will demonstrate progress toward meeting the board/district goals as set by the school Board.

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 - Evaluation of the Superintendent