

**Neah-Kah-Nie  
School District 56**

Code: **CBA**  
Adopted: 11/12/01  
Readopted: 11/12/07; 3/17/15  
Orig. Code(s): CBA

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

The Board requires the superintendent to be a strong educational leader who, unless otherwise modified by the Board, has the following professional experience and training:

1. A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
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 two years;
4. Prior administrative experience, preferably as a superintendent 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 584-080-0161.

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

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**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