

Qualifications and Duties of the Superintendent

DEFINITION

The Superintendent is the chief executive officer of the District and is responsible for carrying out the decisions and policies of the Board of Directors. The Superintendent's duties include the development of recommendations for the improvement of the District's schools. The Superintendent has the authority to prescribe and delegate duties to subordinate administrative personnel. His/her functions shall be administrative, supervisory, and advisory, and he/she shall have full power and responsibility for the proper conduct of the educational and business programs of the District. He/she shall be held fully responsible for the successful execution of the adopted policies of the Board of Education in terms of the means provided by the Board and the community.

QUALIFICATIONS

The Superintendent shall possess or have the ability to obtain:

1. A current Oregon administration 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. Have successful experience as an educational leader and administrator and any other qualifications as determined by the Board.

JOB GOAL

The Superintendent will provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

The Superintendent shall exercise general supervision and be responsible for all employees and property of the district. He/she shall place the adopted policies of the Board of Education into practice and shall improve the local educational programs. He/she shall supply the Board of Education and the community with information concerning the schools in a continuous program. The Superintendent shall act as a

professional advisor to the Board of Education and furnish professional leadership to the staff and the board. He/she shall perform legal and assigned duties as clerk of the school district.

SUPERVISION

The Superintendent supervises central office administrators and school principals; and through them, all District personnel. The Superintendent reports to the North Santiam School District's Board of Directors

PERFORMANCE RESPONSIBILITIES

1. The Superintendent shall act as the chief executive officer of the Board.
2. The Superintendent is responsible for carrying out all policies, rules and regulations established by the Board.
3. In cases of matters not specifically covered by board policies, he/she shall take appropriate action and report such action to the Board not later than the next regular meeting.
4. All individuals employed by the Board, except the auditor and legal counsel, are responsible to the Superintendent.
5. The Superintendent shall make such rules and regulations and give such instructions to school employees as may be necessary to make policies of the Board effective. He/she may delegate responsibilities and assign duties. However, such delegation and assignments shall not relieve the Superintendent of final responsibility for actions of subordinates.
6. Except when matters pertaining to his/her re-employment are being considered by the Board, the Superintendent or his/her designated representative, shall be present at all meetings of the Board.
7. The Superintendent shall be responsible for preparing and submitting to the Board and budget committee, the budgets for all funds of the North Santiam School District.
8. In accordance with the policies of the Board, the Superintendent shall have power, within the limits of appropriations of the budget approved by the Board, to approve and direct all purchases and expenditures.
9. The Superintendent shall recommend the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed and administrative employees as provided by law. The Board may reject specific candidates recommended by the Superintendent but shall employ other candidates only on his/her recommendation.
10. The Superintendent shall recommend policy adoptions and revisions to the Board.
11. The Superintendent shall report the progress of employee collective bargaining, review tentative agreements with the Board as the negotiator for the District, and recommend final agreements for Board approval.

12. The Superintendent shall appoint, assign, transfer, promote, demote or discharge classified personnel and nonrepresented employees as provided by state law, board policy and/or collective bargaining agreements, and meet and confer agreements for employment or dismissal, as applicable.
13. The Superintendent shall study, formulate, and recommend for board adoption necessary policies and policy changes.
14. The Superintendent shall provide professional leadership for the educational program of the North Santiam School District. He/she shall formulate necessary developments in educational policies and present them to the Board for its consideration. The Superintendent shall develop a system for regularly reporting to the Board all aspects of the School District's educational program, including but not limited to, State Standards Report and Spring Student Achievement Report.
15. The Superintendent shall formulate and administer means of evaluating the efficiency of each staff member and report findings to the Board at least once a year.
16. The Superintendent is responsible for the development of a plan for maintenance, improvement, or expansion of buildings and sites needed to provide for an adequate educational program. He/she shall work with architects as selected by the Board.
17. The Superintendent is responsible for planning a means of keeping the community informed about school matters and monitoring feedback from the community. He/she shall serve as a representative of the schools before the public.
18. The Superintendent shall consult with the Board regarding annual and long-range goals for the District.
19. The Superintendent shall submit to the Board an annual report of the operation of the school system. Special reports asked for by the Board shall be submitted by him/her within a reasonable time.
20. The Superintendent shall keep a continuous inventory of all property, furniture, and materials of the District.
21. The Superintendent shall, in accordance with approved budget, attend such local, state, and national meetings, conferences, and workshops that he/she deems beneficial to the interests of the District.
22. The Superintendent shall be responsible for the development, maintenance, and operation of the constructive program of in-service training and education for all employees of the District, and for this service he/she shall have the power under budget control to employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses, and develop professional library facilities as required.
23. The Superintendent will update the Board regarding state, federal, and local laws and regulations that have specific applicability regarding the Board's legal responsibility and exposure.
24. The Superintendent shall work with committees appointed by the Board to study special problems of the schools.

25. The Superintendent and/or other administrators designated by him/her shall serve each year on the negotiation teams of the Board.
26. The Superintendent shall be bonded.
27. The Superintendent shall establish and maintain harmonious relationship with students, fellow employees, and the general public.
28. The Superintendent will use legal counsel in governance and procedures to avoid civil and criminal liabilities.
29. The Superintendent shall perform other duties as assigned by the Board.

VALUES AND ETHICS OF LEADERSHIP

1. The Superintendent will exhibit multicultural and ethnic understanding and sensitivity.
2. The Superintendent will manifest a professional code of ethics and demonstrate personal integrity.
3. The Superintendent will model accepted moral and ethical standards in all interactions.
4. The Superintendent will explore and develop ways to find common ground in dealing with difficult and divisive issues.

LABOR RELATIONS

1. The Superintendent will develop bargaining strategies based upon collective bargaining laws and processes.
2. The Superintendent will identify contract language issues and propose modifications.
3. The Superintendent will establish productive relationships with bargaining groups while managing contracts effectively.

COMMUNICATIONS AND COMMUNITY RELATIONS

1. The Superintendent will work collaboratively with local governments, other colleagues, professional organizations, business and community groups in furthering educational goals.
2. The Superintendent will clearly articulate the District's vision, mission and priorities to the community and the media.
3. The Superintendent will demonstrate effective communication skills (written, verbal and nonverbal contexts, formal and informal settings, large and small group and one-on-one environments).
4. The Superintendent will demonstrate mediation and conflict resolution skills.

5. The Superintendent will establish effective school/community relations, school/business partnerships and public service.
6. The Superintendent will understand the role of media in shaping and forming opinions as well as how to work with media.

ORGANIZATIONAL MANAGEMENT

1. The Superintendent will allocate and manage all resources to ensure successful student learning.
2. The Superintendent will demonstrate budget management including financial forecasting, planning, cash flow management, account auditing and monitoring.
3. The Superintendent will articulate budget complexities to the public in a respectful and understandable manner.
4. The Superintendent will demonstrate the ability to use technology to enhance administer business, student and other information and support systems.
5. The Superintendent will develop and monitor long-range plans for the District's technology and information systems.
6. The Superintendent will demonstrate knowledge of school facilities and develop a process that builds internal and public support for facility needs, including bond issues.

INSTRUCTIONAL AND HUMAN RESOURCES LEADERSHIP

1. The Superintendent will involve faculty and stakeholders in the enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.
2. The Superintendent will implement appropriate safety and security practices in schools.
3. The Superintendent will establish instructional strategies that include cultural diversity and differences in learning styles.
4. The Superintendent will demonstrate use of system and staff evaluation data for personnel policies, decision making, promotion of career growth and professional development.
5. The Superintendent will 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.

DISTRICT GOALS

1. The Superintendent shall promote academic rigor that focuses on learning and academic success for all students.

2. The Superintendent will insure that all school environments support student learning, promote positive behavior, and are places where students want to be.
3. The Superintendent will take action to promote community involvement and clarify the District's mission.
4. The Superintendent will support actions to enhance student access and success through the improvement of its facilities.

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