

## Qualifications of the Superintendent

POSITION: Superintendent

QUALIFICATIONS: 1. Required state certification.  
2. Successful experience as an educational leader and administrator.  
3. Other qualifications as determined by the Board.

REPORTS TO: Board of Education

SUPERVISES: Central office administrators and school principals; through them, all personnel of district.

JOB GOAL: To provide for effective administration of all schools and departments, and educational leadership throughout the school system and community.

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.

PERFORMANCE RESPONSIBILITIES:

- 1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- 2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as he/she deems desirable.
- 3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote.
- 4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, places before the Board necessary and helpful facts, comparisons, investigations, information and reports and makes available at the proper time the personal advice on special or technical matters of those persons who are particularly qualified to furnish it.
- 5. Has the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employee of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for approval.
- 6. Directs the professional supervisory staff in its operation of the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs such other duties as the Board determines.

7. Directs the work of the professional staff in the evaluation of curriculum and textbooks and upon the basis of such study makes recommendations to the Board.
8. Supervises the establishment or modification of school attendance and transportation areas subject to approval of the Board.
9. Directs the preparation of an annual budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing fiscal year and submits this estimate to the Board in accordance with law.
10. Approves and directs, in accordance with law and regulations of the Board, purchases and expenditures, within the limits of the budget.
11. Exercises leadership in directing studies of sites and buildings, taking into consideration the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects.
12. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public.
13. Keeps the public informed about modern educational practices, educational trends and the practices and problems in the district.

The specific enumeration of the duties of the superintendent as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

---

**Legal Reference(s):**

<a href="#">ORS 327.133</a>	<a href="#">OAR 581-22-102 to -1940</a>
<a href="#">ORS 332.405-332.427</a>	<a href="#">OAR 581-23-006 to -050</a>
<a href="#">ORS 332.515</a>	<a href="#">OAR 584-20-000 to -045</a>
<a href="#">ORS 342.125</a>	<a href="#">OAR 584-36-035 (1)</a>
<a href="#">ORS 342.140</a>	<a href="#">OAR 584-36-040</a>
<a href="#">ORS 342.143</a>	<a href="#">OAR 584-36-051 to -053</a>
<a href="#">ORS 342.173</a>	<a href="#">OAR 584-46-005 to -035</a>
<a href="#">ORS 342.175</a>	<a href="#">OAR 584-48-085 to -102</a>