

QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT (Position Description)

Position Title: Superintendent of Schools

Qualifications: Valid 04 District Administrator License (or evidence of eligibility to hold proper certification) State of Wisconsin

He/she must have earned a master's degree from an accredited institution. A doctorate of education or a doctorate of philosophy is desired.

He/she must have at least three years of experience as a school administrator.

He/she must have established him/herself as an educational leader in the profession and must show growth and development as an educator.

He/she must meet any additional qualifications established by the Board.

Reports to: Board of Education

Supervises: All administrative personnel directly and is responsible for maintaining an effective supervisory program for all district employees.

Job Goal: The superintendent will serve as chief executive officer of the School District of Jefferson and will have complete administrative responsibility for the school system, and in accordance with these powers he/she shall be responsible for the efficient operation of the school system in all its division. The superintendent shall provide leadership, vision, inspiration, and guidance to the district and will direct all members of the administrative, instructional, and support staff in achieving the district's mission.

The Superintendent shall provide the educational leadership for the improvement of the total program of the school district. The Superintendent may delegate responsibility and authority for the operation of the various functions of the district to members of the staff. However, the Superintendent is directly and irrevocably responsible to the Board for all functions of the district, including evaluation, planning, reporting, personnel, coordination, and Board policies.

JOB RESPONSIBILITIES:

I. Board Relations/Management

- A. The Superintendent shall be responsible to the Board of Education for the administration of all schools in the district. He/she shall administer the schools in conformity with the adopted policies of the Board and the rules and regulations of the Department of Public Instruction and in accordance with state and federal law.

- B. The Superintendent shall contribute to sound Board decisions and policies by developing recommendations and supporting information. He/she shall:
1. Present reports to the Board in a timely manner thereby providing for appropriate review prior to formal discussion.
 2. Attend all Board and committee meetings, except when his/her own contract and compensation are being considered. He/she shall be entitled to, and, in the work of the Board or its committee, shall exercise all the powers and perform all the duties of membership on the Board except that of voting or signing documents.
 3. Assist the Board in its formulation of school policies, plans and programs; and by preparation of facts and explanations, assist the Board in its duty in enacting legislation for the conduct of the schools.
 4. Assist the Board in its duty in enacting legislation for the conduct of the schools by preparing facts and explanations.
 5. Maintain continuing studies of the problems facing the schools and keep the Board informed of the results of these studies, offering recommendations as appropriate.
 6. Keep the Board informed as to how its policies are being carried out, as to the effectiveness of such policies and as to the conditions and efficiency of the district. To this end, he/she shall maintain a system of financial, business, property, personnel and scholastic records; report at each Board meeting such matters as are pertinent to the business at hand; and present annually or from time-to-time, reports covering various phases of the work of the district, including recommendations affecting the needs of the district.
 7. Make recommendations to the Board for the establishment or alteration of attendance boundaries for all schools.
 8. Keep the Board informed on the issues, needs, and operation of the district.
 9. Offer professional advice to the Board on items requiring Board action with appropriate recommendations based on thorough study and analysis.
 10. Provide the Board with adequate time to review background materials prior to making decisions.
 11. Interpret and execute the intent of Board policy.
 12. Recommend to the Board policy revisions and additions.
 13. Support Board policy and action to the public and staff.

14. Have a harmonious working relationship with the Board and shall be responsive to requests from the Board.

II. Policy and Contract Administration

- A. The Superintendent shall provide for operating efficiency through the development of an appropriate organizational structure that is capable of meeting instructional and organizational goals. He/she shall:
 1. Serve as chief executive officer of the district. He/she shall have complete administrative responsibility for the district and, in accordance with these powers, he/she shall be responsible for the efficient operation of the district.
 2. Make such rules and regulations and give such instruction to employees as may be necessary to make these, additional action by the Board and the requirements of state and federal law and regulations fully effective in the management of the schools, and in all matters not covered by these rules and regulations, act on his/her own discretion if action is necessary and report such action to the Board for its information.
 3. Have authority over and exercise general supervision of the policies and management of individual schools or other administrative units of the instructional program.
 4. The Superintendent shall successfully implement Board policies.
 5. See that all state and federal laws and regulations governing the schools are effectively carried out and that the laws and regulations are enforced.
 6. Report to the Board at his/her discretion, or at its request, upon the administrative policies and plans by which he/she directs the management of matters over which the Board has granted his/her broad discretionary powers, including, especially, the essential features of personnel management and the control of internal policies.
 7. Promptly investigate, or cause to be investigated, and report to the Board any evidence that may come to his/her attention of any infringement of the legal rights of the district or a situation involving the legal responsibility of the district.

III. District Goals/Strategic Planning

- A. The Superintendent will involve the board, administration, staff, and community in an ongoing strategic planning process that position the district appropriately to meet the future needs of students. He/she shall:
 1. Conduct annual updates that include a review of the district's mission statement, beliefs, strategies, and objectives to be certain that they continue to represent the current thinking of the board of education, staff, students, parents, and community.

2. Provide for reports to the board of education on the progress to date of the strategies.
- B. The Superintendent shall provide direction and leadership towards meeting the annual goals established by the Board. He/she shall:
1. Give leadership to the schools wherein the educational needs of the community are translated to appropriate educational programs, which are planned, implemented, and evaluated. The organization of this office ensures coordination of policies, rules, regulations, statistical data, and staff-community input to best achieve the goals of the community it serves.

IV. Business and Fiscal Management

- A. Make final recommendations to the Board in the preparation of the budget for the ensuing year. He/she shall have notices advertised according to law and shall be present to explain the budget at the annual hearing.
- B. Secure Board approval for expenditures in excess of those provided in each category of the budget.
- C. Direct the administration of the adopted budget of the Board. He/she shall act at all times in accordance with legal requirements, the adopted policies, schedules, procedures and accounting techniques and other business, financial, or administrative controls established by the Board.

V. Personnel

- A. The Superintendent shall provide for satisfactory subordinate performance by developing key people and involving staff in the operation of the district. He/she shall:
1. Exercise general supervision over all employees of the district. He/she shall nominate, assign, alter assignments, transfer and recommend for employment, promotion or dismissal, all professional employees of the Board except him/herself; employ all other school employees to fill positions established in the district's schools by the Board; and suspend any employee in accordance with Board policy and the collective bargaining agreement and report such suspension to the Board at its next meeting with recommendations for further action.
 2. Develop, maintain, and operate a suitable program of staff improvement through training in connection with service to the district, and for this he/she, within the limits of the budget, shall employ lecturers, grant temporary leaves from work and develop professional library facilities as needed.
- B. Complete evaluations for the personnel that report directly to him/her and review the evaluation of all other teaching personnel and support staff of the district.
- C. Provide leadership in the collaborative bargaining process with the Jefferson Education Association and the Jefferson Support Staff Federation.

- D. Provide leadership in the scheduling and facilitating of Labor Management Council meetings with the Jefferson Education Association and the Jefferson Support Staff Federation.

VI. School-Community Relations

- A. The Superintendent shall provide for favorable community support of the district by directing a public relations program and by serving as spokesperson for the district. He/she shall:
 - 1. Represent the schools before the public and maintain, both within and outside the schools, a program of publicity and public contacts designed to improve understanding and morale within the schools.
 - 2. Keep the public informed of the activities, successes, and needs of the schools.
 - 3. Prepare news releases and other types of public information so that the citizens of the district may have a fair and impartial view of the educational and service programs of the district.

VII. Educational Leadership

- A. The status of the Superintendent shall be foremost that of an educator responsible to the Board for the development and maintenance of high academic attainment of the students of the district. The Superintendent shall consult with the Board and recommend major changes in the curriculum of the schools.
- B. The Superintendent, and/or his/her designee, shall assure achievement of instructional goals and effective student learning by providing leadership in educational program development and implementation. He/she shall:
 - 1. Be responsible for the development and effective operation of such curricula, special courses and activities needed to provide a complete and adequate system of instruction and physical care for all students attending the schools and maintain this program in keeping with the needs of the community and with the best current developments in education.
 - 2. Coordinate the collection of all information required to adequately assess the needs of the community, plan programs to meet those needs, evaluate those programs and meet the requirements of local, state, and federal regulations for reporting demographic, census, and fiscal data.
- C. The Superintendent shall establish an effective climate in the district by providing visible and consistent leadership and exhibiting good personal example. He/she shall:
 - 1. Give leadership to the schools wherein the educational needs of the community are translated to appropriate educational programs, which are planned, implemented and evaluated. The organization of this office ensures coordination of policies, rules, regulations, statistical data and staff-community input to best achieve the goals of the community it serves.

2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
3. Demonstrates his/her ability to work well with individuals and groups.

VIII. Other Responsibilities

- A. Maintain his/her professional development through reading, course work, conference attendance, work on professional committees, etc. (The Board shall reimburse the Superintendent for expenses incurred in such activities, in accordance with Board policy.)
- B. Perform such other duties and exercise such other authority as may be required or assigned him/her by law or by the Board.

ADOPTED: August 25, 1980

REVISED: May 20, 1996
February 24, 2003
February 29, 2012

LEGAL REF.: Wisconsin Statutes: 118.24
121.02(1)(q)
Wisconsin Administrative Code: PI 3
PI 8.01(2)(q)

CROSS REF.: CB, Superintendent
CBC, Administrative Contracts
CBG, Evaluation of the Superintendent

REVIEW DATE: January 23, 2012