

Culver School District 4J

Code: **CBA**
Adopted: 12/02/03
Revised: 4/18/06

Qualifications and Duties of the Superintendent

POSITION: SUPERINTENDENT OF SCHOOLS

REPORTS TO: Board of Directors

SUPERVISES: Directly or indirectly, all employees of the district

**ASSIGNED
RESPONSIBILITIES:** (Not necessarily Limited To)

1. Serves as executive officer of the Board of Directors and fulfills the duties of clerk.
2. Keeps informed of, interprets, and implements federal, state, and local laws, regulations, rules, and policies relevant to education and affecting the district.
3. Supervises all activities of the district directly or by delegated responsibility.
4. Represents the Board of Directors in the community and acts as a communication link between the community and the district.
5. Establishes and maintains a wholesome, cooperative working relationship between the district and the community through a public relations program.
6. Attends and participates in all regular and special Board of Directors' meetings, except when the Superintendent's employment is being considered, and makes recommendations.
7. Reports to the board of Directors matters important to the understanding and proper management of the district and other matters as the board of Directors may request.
8. Assumes responsibility for the overall financial planning, the preparation of the annual budget, and submits the budget to the Board/Budget Committee for review and approval.
9. Directs the timely completion and filing of all reports required by federal, state, and local agencies.
10. Makes recommendations to the Board of Directors for employment, transfer, and termination of personnel within the limits of the budget, subject to approval by the Board of Directors.
11. Accepts responsibility for the general efficiency of the school system, for the development of the school staff, and for the educational growth and welfare of the students.
12. Defines educational needs and formulates policies and plans for recommendation to the Board of Directors.
13. Makes all administrative decisions necessary for the proper function of the district.
14. Performs such other tasks as may be assigned by the Board of Directors.
15. Conducts an evaluation of district educational programs and furnishes a report to the Board of Directors annually by September 1.

Minimum Qualifications:

1. A current Oregon administrative license with a Superintendent's endorsement or a transitional Superintendent's 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 license 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 584-080-0616;
4. Other qualifications as determined by the Board.

Terms of Employment:

Salary and work year to be established by the Board of Directors. This position is designated as administrative/supervisory with authority to recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline of other employees to adjust employee grievances.

Evaluation:

Performance of the job is to be evaluated annually in accordance with the provisions of the Board's policy on Superintendent/Clerk evaluation.

END OF POLICY

Legal Reference(s):

ORS 327.133	OAR 581-022.0102 to -1940
ORS 332.075	OAR 581-023.0006 to -0050
ORS 332.515	OAR 584-020.0000 to -0045
ORS 342.125	OAR 584-036.0035(1)
ORS 342.140	OAR 584-046.0005 to -0024
ORS 342.143	OAR 584-048.0085 to -0095
ORS 342.173	OAR 584-080.0151
ORS 342.175	OAR 584-080.0152
ORS 342.200	OAR 584-080.0161