

## Superintendent

**Job Title:** Superintendent of Schools  
**Department:** Administration  
**Reports to:** Board of Education  
**Classification:** Exempt  
**Category:** Professional Staff

### Summary

The Superintendent is responsible for the day to day operation of the district in accordance with Board policy and the district's Comprehensive School Improvement Plan. The Superintendent provides information and recommendations to the Board and serves as the liaison between the Board and the public.

### Essential Duties and Responsibilities

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Serve as the instructional leader for the district.
- Ensure the district is accredited pursuant to the Missouri accreditation process.
- Promote student achievement as the primary focus of all district staff.
- Facilitate and attend Board meetings.
- Develop agendas for Board meetings in consultation with the Board president and provide Board members necessary information in advance of all meetings.
- Maintain district records.
- Implement Board policy through written administrative procedures .
- Manage the financial affairs of the district and provide the Board with financial reports monthly or as requested.
- Advise the Board on matters of finance, policy, facilities and personnel.
- Submit all reports and data required by state and federal law.
- Maintain facilities that are safe, adequate, efficient and conducive to learning.
- Direct the acquisition of instructional materials, supplies and other equipment necessary for effective instruction.
- Direct hiring, assignment and training of staff.
- Direct a performance-based evaluation program for all staff.
- Hear staff complaints and grievances.
- Delegate duties to members of the administrative team as appropriate.
- Serve as an advocate for the district to the public and state lawmakers.
- Participate in a standards-based performance evaluation at least annually.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

### Supervisory Duties

The Superintendent has supervisory responsibility over all district staff and immediate supervisory responsibility for the following positions:

- Assistant Superintendent
- Director of Special Education
- Building Principals/Directors
- Supervisor, Buildings and Grounds
- Central Office Staff

# Superintendent

## **Qualifications**

**Education** - Specialist degree or higher in educational administration

**Certificates, Licenses, Registrations** - Valid Missouri superintendent certificate

## **Skills and Abilities**

*The skills and abilities listed below are representative of the knowledge, skills and abilities required and are rooted in national standards created by or derived from the Interstate School Leaders and Licensure Consortium (ISLLC).*

### **Language**

This position requires strong written and verbal communication skills. The individual who holds this position must:

Have sufficient reading skills to interpret educational, scientific and technical journal articles, financial reports and Board policy, governmental regulation and guidance and legal documents.

Have listening skills sufficient to receive inquiries and complaints and respond appropriately

Be able to make effective presentations to the Board, staff and community

### **Computation**

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

### **Reasoning**

Ability to define problems, collect data, verify facts, make valid conclusions and deal with abstract concepts

### **Technology**

This position requires basic skills in the use of computers and hand-held devices such as PDAs and phones.

### **Other Skills and Abilities**

This position requires strong interpersonal skills including the ability to:

Maintain collegial working relationships with staff and members of the Board of Education

Maintain a positive relationship with members of the community

Effectively manage conflict

## **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. This individual must be able to travel between district facilities. The position requires a moderate amount of travel, both in and out of state.

## **Hearing**

The employee must be able to hear a conversation in a noisy environment.

## **Attendance**

Regular and consistent attendance is an essential function of this position.

## **Conditions and Environment**

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

The work environment is consistent with a typical office environment.

Rarely, an individual who holds this position must work outside in rain and snow and temperatures above 100 degrees and below freezing.