

## **QUALIFICATIONS AND DUTIES OF THE SUPERINTENDENT**

POSITION: Superintendent of Schools

### QUALIFICATIONS:

1. A current Oregon administrative license with a 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 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 584-080-0161;
4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

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

The superintendent shall provide for effective administration of all schools and departments, and educational leadership throughout the school system and community. The superintendent's duties will include, but not be limited to, the following:

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 deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status, evaluation or as otherwise directed by the Board 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 the personal advice on special or technical matters by those persons who are qualified to furnish it;

5. Implements and interprets Board policies;
6. Recommends the appointment, assignment, transfer, promotion, demotion, discharge and/or suspension of any employees of the Board as provided by law and Board policies, with such recommendations reported to the Board for approval;
7. Directs the professional supervisory staff in visits to 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;
8. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
9. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
10. 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;
11. Approves and directs, in accordance with law and Board regulations, purchases and expenditures, within the limits of the budget;
12. Exercises leadership in directing studies of sites and buildings, considering 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;
13. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
14. Keeps the Board and public informed about current educational practices, educational trends and the practices and problems in the district.

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

## STANDARDS FOR SUPERINTENDENT PERFORMANCE:

### 1. Leadership and District Culture

The superintendent will demonstrate exemplary leadership through empowering others, providing vision, by helping shape school culture, and by promoting a climate of understanding of multicultural and ethnic differences.

### 2. Policy and Governance

The superintendent will work with the Board to formulate internal and external district policy, define mutual expectations of performance with the Board and demonstrate exemplary school governance to staff, students and the community at large.

### 3. Communications, Community Relations and Partnerships

The superintendent will demonstrate the skills necessary to establish effective two-way communications with the students, staff, parents, and the community as a whole, including beneficial relationships with the media. The superintendent will elicit and respond to community feedback and build community support for the district.

### 4. Organizational Management

The superintendent will gather and analyze data for decision-making and for making recommendations to the Board. The superintendent will demonstrate the skills necessary to meet internal and external customer expectations and to effectively allocate resources.

### 5. Curriculum Planning and Development

The superintendent will design curriculum and strategic planning to enhance teaching and learning, using theories of cognitive development, using valid assessments and use of technology.

### 6. Instructional Leadership

The superintendent will understand and use research findings on learning and instructional strategies and resources to maximize student achievement. Leadership will focus on applying research and best practices.

### 7. Human Resources Leadership

The superintendent will provide leadership in developing staff evaluation and assessment and supervisory systems to maintain a quality workforce. The superintendent will demonstrate skills in applying ethical, contractual and legal requirements for personnel recruitment, selection, development, retention, promotion and dismissal.

### 8. Values and Ethics of Leadership

The superintendent will understand and model appropriate value systems, ethics and moral leadership. The superintendent will exhibit multi-cultural and ethnic understanding and will coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

## 9. Labor Relations

The superintendent will understand collective bargaining law and processes, contract management and effective relationships with bargaining groups.

## 10. District Goals

The superintendent will direct attention to the attainment of district goals as adopted by the Board of Directors and will report progress toward goal attainment on a semi-annual basis.

END OF POLICY

### Legal Reference(s):

[ORS 327.133](#)

[ORS 332.405 - 332.427](#)

[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](#)