

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: SUPERINTENDENT OF SCHOOLS

Supervisor: Board of Education

GENERAL JOB DESCRIPTION: The Superintendent will coordinate and execute all Board policies and recommend changes in policies to improve the system and its educational service to the pupils, teachers, and community. Will be responsible for the general welfare of students and teachers. Will be responsible for the efficient administration and supervision of the entire school system. Will share in the development, application, and interpretation of school and administrative policies. Will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Promote an environment/climate conducive to productive performance.
2. Plan for and manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
3. Communicate accurately and effectively.
4. Use supervision, staff development, and performance evaluation to improve the program of the district.
5. Demonstrate leadership.
6. Demonstrate an understanding of political theory.
7. Comply with all School Board policies and administrative regulations.
8. Serve as the immediate supervisor of all administrators, coordinators, the business manager, the media specialist, the athletic/activities director and the maintenance director.
9. Sign all letters of employment
10. Will hire, demote, transfer, or dismiss personnel in accordance with the policies of the Board and Public Education Department.
11. Be informed by attending educational conferences and by participating in professional and instructional workshops.
12. Keep the Board informed as to educational trends, progress of the instructional program, and the general condition of the school organization.
13. Attend all meetings of the Board of Education; except that part of a meeting when his/her own employment is under consideration.
14. Have the right to make recommendations to the Board.
15. Present a school calendar indicating the opening and closing days of schools, vacation dates, and staff in-service days.
16. Make decisions when school is to be dismissed for bad weather conditions.
17. Maintain an instructional program to extend from the three and four year old level through the twelfth grade which will be broad and varied enough to meet the educational needs of all students as defined by state law and as being the responsibility of the district.

18. Maintain a program of special education for exceptional children as is generally provided for and in accordance with policies and plans of the Public Education Department reflecting the needs of the pupils of the district.
19. Develop an organization chart, in concert with the Board, which assigns responsibilities to the superintendent and staff in definite, but broad general terms.
20. In cooperation with the Board, appraise and evaluate the results of the educational process.
21. Sign contracts
22. Take an active part in school and community affairs.
23. Keep the staff updated with current information necessary for them to keep the schools operating efficiently.
24. Responsible for good public relations with the community and media.
25. Responsible for developing the agendas for all Board meetings.
26. Responsible for developing resolutions for all Board elections, such as bond elections, mill levy elections, and Board member elections.
27. Responsible for management of Administrative meetings.
28. Perform, in addition to the above duties, such other duties as may be required by the Board of Education.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Will be indirectly responsible for all personnel.
2. Responsible for the selection and assignment of all school employees.
3. Responsible for the business management of the schools.
4. Responsible for the maintenance of school plant.
5. Responsible for all equipment.
6. Responsible for the coordination and supervision of the educational program.

QUALIFICATIONS:

1. A Master's Degree
2. A valid New Mexico Administrative License as required by the State of New Mexico
3. Five years of experience in public school administration and supervision and/or teaching
4. Demonstrate, by suitable experience, that he/she is capable of leading a staff and community in a continuous program of school improvement.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Frequent travel may be necessary.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Board of Education.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____