

Qualifications, Powers and Responsibilities of Superintendent (Job Description)

TITLE: Superintendent of schools

QUALIFICATIONS:

1. A minimum of a Colorado Provisional Administrator License or Colorado Professional Administrator License. A Colorado Type D Certificate with Superintendent of Schools Endorsement is preferred.
2. A minimum of a Master's degree. A Doctoral degree is preferred.
3. Demonstrated leadership in one of the following fields: education, military, private business or non-profit.
4. Demonstrated skills in developing and administering budgets.
5. Personal, business and academic characteristics and experiences deemed necessary by the Board of Education.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all district employees

JOB GOALS: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of district schools in accordance with applicable law and Board policies. The superintendent shall be responsible for guiding the development of the district's educational objectives and programs to fulfill the educational needs of all students. The superintendent shall provide overall direction to the district's activities and its personnel toward accomplishing district goals, administering Board policies, conserving district assets and resources, and maintaining and enhancing the district's standing in all its internal and external relationships.

The superintendent's management responsibilities shall extend to all district activities, to all phases of the educational program and to all parts of the physical plant.

1. **Operations.** The superintendent shall:
 - a. Oversee the work of all personnel in planning and program development and direct district activities. The superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.
 - b. Lead the development of long- and short-range educational objectives for the district's improvement and growth and of district educational activities.

- c. Oversee the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the district's educational objectives, including state and district academic standards.
 - d. Oversee the regular and systematic evaluation, analysis and appraisal of student achievement and the performance of personnel in each of the educational programs or activities against stated district objectives.
 - e. Oversee the utilization and integration of technology throughout the educational process.
 - f. Report to the Board the progress and status of district programs and activities.
 - g. Inform the Board on all matters of major importance or significance to district activities, programs and progress.
2. **Organization.** The superintendent shall:
- a. Develop an organizational vision and implement the goals to reach the vision in a timely manner.
 - b. Establish and maintain an administrative organization which provides for the effective management of all essential district functions.
 - c. Make revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.
3. **Personnel.** The superintendent shall:
- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the district.
 - b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the district.
 - c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
 - d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
 - e. Recommend salary increases and salary adjustments for all personnel.
 - f. Develop and recommend to the Board job classifications for all new positions.
4. **Finances.** The superintendent shall:
- a. Direct the development of the district's annual budget.
 - b. Review and recommend programs and supporting data for funds to be included in the district's annual budget.

- c. Provide for the overall management of the district's financial activities and take appropriate action to ensure that expenses are kept within the district's approved budgetary limits.
 - d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
 - e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs that provide or could provide financial assistance to the district.
5. **Relationships.** The superintendent shall:
- a. Act as executive officer for the Board.
 - b. Act as professional adviser to the Board.
 - c. Attend Board meetings with the right to comment on all issues.
 - d. Prepare the agenda for all educational matters for all Board meetings and deliver the agenda with pertinent information on each item well in advance of the meeting.
 - e. Participate in the affairs of local, state and national professional organizations.
 - f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
 - g. Maintain a cooperative working relationship between the schools and the community and community agencies.
 - h. Establish and maintain such other relationships within and outside the district as required to carry out his or her responsibility.

Adopted: February 28, 1968
Revised: June 17, 1974
Revised: April 25, 1984
Revised: March 10, 2010
Revised and recoded: October 28, 2015

LEGAL REF.: C.R.S. 22-9-106 (4) (qualifications to evaluate personnel)