

JOB DESCRIPTION

Job Title	Superintendent of Schools
Department	Superintendent's Office
Reports To	Board of Education
Classification	Administration
Location	District
Salary	Set annually by the Board of Education
Length of Contract	Three Years

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Superintendent of Schools is the chief executive officer of the Board of Education. As such, the superintendent has major responsibility for the administration of the schools in accordance with the policies of the Board of Education, state statutes, and federal regulations. The superintendent must advise the Board on all educational matters and keep the Board of Education informed of the total operating educational program.

Essential Job Functions

- Serves as chief executive officer of the Board of Education responsible for implementing Board policies in a fair, firm, and decisive manner; informs and advises the Board of Education in a manner that allows the Board of Education to experience the most productive deliberations and to make effective decisions.
- Provides expertise in staff leadership and development and works effectively with administrators, teachers, and other school personnel, parents, and interest groups in developing, implementing, and evaluating the best possible educational program for all students.
- Provides supervision and coordination of all administrative services directly through central office administrators and indirectly through the principals. Realigns and/or reassigns administrative roles and duties when deemed necessary for most effect school management.
- Provides leadership and professional counsel to the Board of Education in overall staff management relations and labor contract negotiations.
- Provides the Board of Education with information and recommendations needed to plan for the orderly development of the total school program and school facilities.
- With the assistance of administrative staff, interprets the local, state, and federal school financial aids to the Board of Education and advises the Board on financial planning and allocation of school funds.
- Interprets, with the help of legal counsel, school law and legal issues to the Board of Education and staff and advise the Board of Education accordingly.



- Supervises and is accountable for all district reports to the Board of Education, Department of Public Instruction, local, state, and federal agencies.

Ancillary Job Functions

- Must possess a thorough understanding of public education and the forces that impinge on and shape education in today's world.
- Ability to use the political, governmental, and financial systems effectively, as well as knowledge and skill in labor management relations.
- Ability to motivate and provide leadership to all staff and community groups through excellent interpersonal and human relations skills, including oral and written communication skills.
- Ability to provide effective supervision of the entire school program and make critical decisions to assure the most effective school program.
- Ability to provide the Board of Education with short and long-range planning recommendations regarding general school operations.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Wisconsin District Administrator's License #5

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of successful experience as a high school principal.
- Minimum of five years successful experience as a high school classroom teacher.
- Experience as an assistant high school principal or middle school principal.
- Doctor's degree or advanced graduate work beyond the master's degree.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Fundamental understanding of instruction, assessment, supervision, and evaluation.
- Strong leadership ability.
- Ability to work effectively with groups and individuals.
- Effective speaking and writing skills.
- Effective relationships with the community.
- Ability to make sound decisions and withstand pressures.
- Creative and imaginative approach to problems.
- Ability to bring diverse cultural and ethnic perspectives to the school and district, and/or a commitment to serving as a mentor for traditionally underrepresented staff and students.



Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands described below 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.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.