

**QUALIFICATIONS AND DUTIES OF SUPERINTENDENT
(Job Description)**

TITLE: Superintendent of Schools

Nature and Scope of Job:

To supervise all administrative and supervisory personnel of the district. Responsible for the operation of the school district. To provide leadership in developing and maintaining educational programs and services, facilities planning and development, and providing support services.

Job Functions:

Essential Functions:

1. Serves as chief executive officer and advisor to the Board of Education.
2. Attends and participates in all meetings of the Board.
3. Administers the operation of the school system, guided by policies adopted by the Board of Education under statutes of the state and federal government.
4. Advises the Board on school district policies.
5. Provides general leadership of the district's educational programs.
6. Recommends and approves the employment, discharge, or suspension of all personnel to the Board.
7. Assigns and transfers employees as the interest of the district may dictate and reports such action to the Board for information and record.
8. Provides general supervision of the personnel operations of the district.
9. Plans, supervises preparation of, and submits annual school budgets to the Board of Education.
10. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
11. Supervises and participates in preparation of required reports to county, state, and federal agencies.
12. Directs preparation of School Board agendas.
13. Directs preparation of the Recreation Board agendas and serve as a member at large.
14. Serve as a member at large for the Foundation Board.
15. Interprets school programs to school parents, community organizations, and news media.
16. Coordinates personnel evaluations with responsible personnel.
17. Recommends plans for future school sites and initiates recommendations for school building programs.
18. Manages all district services and functions (e.g. staffing, budget, hiring and evaluation of personnel, governing board interactions etc.) for the purpose of

ensuring that all students achieve District educational goals in compliance with established requirements and regulations.

19. Represents the District within the community and on committees for the purpose of serving as a spokesperson for the district, and district board.
20. Take steps to ensure that:
 - The fiscal condition of the district is consistent with the Board's vision, mission and expectations
 - The long-term financial health of the district is sound
 - The Board is notified prior to any spending that substantially deviates from the annual budget adopted by the Board
 - The Board's financial decisions are followed

Other Functions:

1. Attends meetings at local, county, state, and national levels.
2. Performs such other duties as assigned by the Board of Education.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB--

Job Qualifications:

Knowledge, Skills and Mental Ability:

Ability to exercise mature and professional judgement while dealing with others and working in a dynamic environment.

Ability to establish and maintain a district climate which will prompt appropriate student and staff behavior.

Ability to speak appropriately, clearly and concisely with students, parents, district staff and members of the community.

Knowledge of the state legislative process and advocate for District needs.

Knowledge of educational leadership programs and support services. Knowledge of facilities planning and development.

Knowledge of school finance legislation and State Department of Education regulations.

Knowledge of federal and state regulations governing school districts and their operation.

Knowledge of educational programs and services.

Knowledge of school board of education policies and promote clear and consistent application of all District policies.

Knowledge of Wyoming education codes.

Ability to speak clearly and concisely.

Ability to weigh options, think clearly, and evaluate accurately. Ability to understand and facilitate needs of various personality types. Ability to make decisions with sound emotional judgement.

Ability to develop a plan and make decisions to facilitate its fulfillment. Ability to concentrate with numerous interruptions.

Ability to be persuasive, alert, creative, and have patience, initiative, and reasoning.

Ability to research educational topics to organize data and present pertinent information in a concise manner.

Education, License, Certification of Formal Training:

Minimum of five years of experience in teaching preferred and five years of successful administrative experience, including principalship and/or central office administration. Strong preference for a valid superintendent's certificate issued by the State of Wyoming or the willingness to pursue it.

An Educational Specialist's Degree or Master's Degree with a major in educational administration; preferably a Doctorate Degree.

Such alternatives to any of the above qualifications, not specifically required by law or the Department of Education, as the Board may find appropriate and acceptable.

Updated 11-13-2023