

**SCHOOL DISTRICT OF PHILLIPS
JOB DESCRIPTION**

Position Title	Date Revised	Board Policy
Superintendent	8/16/2021	231

Immediate Supervisor: Board of Education

BASIC FUNCTIONS AND RESPONSIBILITIES

The Superintendent is employed by the Board of Education and acts as its executive officer in administering the Board of Educations policies for the operation of the school. The Superintendent shall strive to achieve District goals by providing educational direction and supervision to the professional staff and supervision to the support staff in accordance with the District mission statement and with State and Federal laws and regulations.

ESSENTIAL JOB FUNCTIONS

- Keep the Board informed of school operation by preparing monthly Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed.
- Ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies.
- Serves as the District's instructional leader and fosters the success of all students by leading the creation, implementation, and review of instructional systems that promote high student achievement and professional development and growth for staff.
- Strive to increase the efficient use of District resources in the daily operations of the schools.
- Assign staff to achieve the maximum benefit toward the attainment of educational goals.
- Evaluate the progress of the professional and support staff toward the attainment of educational goals and District mission statement.
- Work to assure, where appropriate, that the decision-making process includes communicating, collaborating, and connecting effectively with the Board, administration staff, parents, students, and others in the community
- Strive toward the highest standards of personal conduct
- Perform other duties as assigned or directed by the Board.

SUPERVISION RECEIVED: By Board of Education

SUPERVISION EXERCISED: Administrative Staff

QUALIFICATIONS, TRAINING, AND EXPERIENCE

- Candidates should be prepared to engage in deep professional thinking and learning in a student-centered community.
- Strong sense of personal and professional ethics.
- Excellent and practical communication skills.
- Proven Leader
- Hold a DPI district administrator/superintendent license (03)

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Revised 1/11/1994

Revised 4/20/1998

Revised 8/16/2021