

## **Qualifications/Powers and Responsibilities of Superintendent** (Job Description)

**Title:** Superintendent of Schools

**Reports To:** Board of Education

The superintendent shall be the Chief Executive Officer of the Board of Education and the administrative head of all divisions and departments of the school system. He/She may delegate responsibilities for the operation of the various segments of the system, but he/she shall be responsible to the Board for results produced.

### **LIST OF QUALIFICATIONS**

- Masters degree in Public School Administration
- Must either possess or be eligible for a Colorado Administrators license
- Successful experience as a classroom teacher and building principal preferred
- Successful experience as a central office administrator or superintendent preferred
- Should have experience working effectively with and for a school board or other elected public body

The District seeks a leader who has successful experience in the following areas:

- Curriculum development and student assessment
- Grant writing
- Facilities management
- Budget and finance
- Strategic planning
- Public relations
- Personnel management
- Legal issues
- Understanding of technology
- Sensitivity to cultural diversity

The successful candidate will have the following qualities:

- Approachable
- Be capable of communication in varied formats and with prompt responses
- Innovative and receptive to ideas
- Encourages working as a team
- High visibility and active in schools and community

## **RESPONSIBILITIES**

- Develop and revise policies for adoption by the Board.
- Establish procedures to guide curriculum design and its delivery
- Report annually to the Board concerning implementation of curriculum.
- Ensure that a functional decision-making structure is in place to carry out this policy.
- Provide support to campus-level administrators in their roles of implementing and monitoring the curriculum
- Shall be responsible for the implementation of approved policies, objectives, and directives of the Board of Education.
- Shall be responsible to the Board for maintaining an up-to-date set of board policies, procedures and shall assure said policies are public and available.
- Shall advise the Board on educational matters, which support the mission of Dolores School District.
- Shall provide leadership in developing long range planning for the district.
- Shall provide direction to all educational and supportive services including, but not limited to, elementary programs, secondary programs, fiscal services, food service, preschool programs, transportation service, maintenance service, and all special programs approved by the Board of Education.
- Shall be responsible for Faculty-Staff Personnel management through the implementation of specific job descriptions and appropriate evaluation procedures, based on local policy and state requirements.
- Shall be responsible for maintaining a continuing program of positive school-community relations.
- Direct an annual budget for all departments in cooperation with the staff and Board.
- Direct an annual audit, by an independent auditing firm, of the fiscal operations of Dolores School District.
- Direct and maintain an inventory of the district property and equipment.

### **Duties in Relation to the Board:**

- Responsible for recorded minutes of each board meeting being kept on permanent file in the district administration office.
- Maintain a permanent file of all studies and reports conducted for and by the district.
- Ensure enforcement of all student attendance regulations.
- Advise the Board concerning facility needs and safety deficits.

- Advise the Board in the management of curriculum, adoption of educational programs, procurement of instructional supplies and materials.
- Attend all meetings of the Board and report on all school district matters.
- Advise the Board on educational and non-instructional budgetary matters and on the allocation of funds.
- Recommend the number and types of positions required to provide adequate personnel for the operation of the educational program.
- Support systems to report enrollment, attendance, grading and CDE's Data Pipeline requirements.
- Other duties as may be assigned by the Board of Education.

Adopted: February 16, 1993

Revised: April 2007, November 2018, November 2022

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