

Qualifications/Powers and Responsibilities of Superintendent (Job Description)

TITLE: Superintendent of Schools, Pueblo School District No. 60

REPORTS TO: Board of Education

SUPERVISES:

1. Various division and program heads of the school district
2. Directly or indirectly all employees of the district

CONTRACT TERMS:

1. Twelve (12) month work year
2. Salary and other fringe benefits determined by the Board of Education
3. Evaluation by the Board of Education

SUMMARY OF FUNCTIONS:

The superintendent shall be the chief executive officer of the district and shall possess the power and discharge the duties that pertain to the superintendent's office together with those defined in state law and in Board policies and regulations. Under the direction and supervision of the Board, the superintendent shall have general supervision and direction of all public schools in the district and direct accountability for such.

QUALIFICATIONS:

Required

1. Appropriate Ph.D. or Education doctorate or relevant demonstrated leadership experience in an organization of similar complexity
2. Appropriate credentials as determined by the Board
3. Ten (10) years of administrative experience
4. Resident of Pueblo County within sixty (60) days from date of employment

Preferred

1. Three years of experience as superintendent or assistant superintendent

Personal Qualities:

1. Ability to develop a high level of accountability throughout the district by establishing clear performance objectives as well as analysis of enrollment factors.
2. Ability to work openly and positively with diverse groups in the school community, resolve differences and develop support for a variety of educational programs.
3. Ability to develop and maintain long-range plans for the continual improvement of curriculum, staff and school facilities based on an ongoing systematic evaluation of contribution to district-wide student achievement and educational needs and performance of the district.
4. Demonstrated innovative, articulated and specific K-12 curricula (research and proven effective) tied to authentic assessments that develop optimal academic achievement for each individual student.
5. Ability to provide open, sensitive, proactive communication and collaboration within a broad spectrum of socio-economic diversity and multi-racial/ethnic/cultural diversity.
6. Demonstrated ability to function as a leader in developing a district vision, direction for departments and personnel as well as accountability at all levels.
7. Ability to function consistently with sound personnel management practices which will lead to positive relationships with the district's employees.
8. Demonstration of fiscal responsibility in sound management of district funds.
9. Ability and willingness to communicate effectively, both orally and in writing, to Board, staff and public.
10. Demonstrated experience in employee/employer relations.
11. Knowledge of Colorado school law and finance.
12. Ability to involve the staff and/or the community meaningfully in decision making.
13. Demonstrated ability to organize the district as an effective system to analyze, gather and use data for decision making.
14. Demonstrated experience in implementing and supporting academic standards.
15. Ability to reorganize lines of authority and revise the organizational chart as needed.

PERFORMANCE RESPONSIBILITIES:

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

1. Inspire and exert leadership among all district employees.

2. Establish high expectations and levels of accountability of the administrative team.
3. Promote the programs of the schools among the general public, parents, students and civic organizations.
4. Attend all meetings of the Board of Education and of its committees and advise the Board on all matters to come before it as well as inform the Board on state and federal legislation that will impact decisions made by the Board.
5. Recommend candidates for all positions authorized by the Board.
6. Acquire, allocate and manage personnel and financial resources to ensure successful student learning.
7. Recommend textbooks and technology and all other supplies, equipment and materials needed for the activities under the control of the Board.
8. Recommend any employee for suspension or discharge, subject to Board approval.
9. Suspend and recommend expulsion/exclusion of students in accordance with law and Board policy.
10. Cause to have prepared the content of each course of study authorized by the Board.
11. Recommend the assignment or transfer of any employee according to the needs of the system and in accordance with law.
12. Become familiar with the various budgets and submit them to the Board.
13. Keep the Board informed as to capital spending needs and recommend procedures designed to meet building needs.
14. Continue to develop and promote The Pueblo Education Foundation.
15. Prepare and periodically update for Board approval, regulations and directions necessary for the administration of the school district.
16. Plan for the professional growth of all employees.
17. Arrange for the delegation of authority in the event of the superintendent's absence from the district.
18. Develop short- and long-range objectives for the district's activities and growth and recommend such objectives to the Board for approval.
19. Analyze and appraise regularly and systematically the performance of each area of district activities in light of approved objectives and programs and direct appropriate action.
20. Use technological applications to enhance student learning, teaching, administration of business and support systems.

21. Ensure that reports to the Board are made in a timely, relevant and accurate manner.
22. Perform any and all other responsibilities as assigned by the Board

PAY FOR PERFORMANCE INDICATORS:

Examples:

1. Improved student achievement as measured by net improvement in aggregate district and state assessment scores.
2. Improvement in dropout rates.
3. Improvement in pupil and staff attendance.
4. Improvement in the number of students taking remedial courses in postsecondary education.

Pay for performance indicators are subject to change from time to time prior to the beginning of the academic year.

Adopted: March 12, 1985

Revised: June 8, 1999

Revised: May 9, 2006

Revised and recoded: December 19, 2013

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

CROSS REF.: LD, Relations with Colleges and Universities (The Educational Alliance of Pueblo)